Team Contract

This team contract is created for the module Project Management of The British College Level 5 Semester 6. This team contract is created in order to make sure that the members of our team are performing on their best of level and even to make sure that they are responsible for the task assigned to them. Similarly, this team contract includes the consequences that the team members will face if they do not fulfil the assigned task before the deadline. As a team every member are expected to perform the task which benefits both project and the team. This contract also contains our preferred method of communication, member who plans the meeting schedules, recorder of the agendas of the meetings and so on.

Project Team Name: Cleckhuddersfax E-Convenient Store

	Team Member Name	Email	Phone
1	Prasanna Shrestha	prasanna992630@gmail.com	9808037451
2	Sakriya Bajracharya	sakriya33@gmail.com	9861697209
3	Sujan Pariyar	yoyosujan99@gmail.com	9860137580
4	Swastika Adhikari	adhikariswastika228@gmail.com	9860038533
5	Utsav Sapkota	utsap01@gmail.com	9806548799

A. Team Structure:

1. Leadership structure *(individual, individual with rotating leadership, shared)*:

- Team leader will be changed in a rotation i.e. individual with rotating leadership.
- Team leader will be changed biweekly i.e. every two weeks.
- Rotating leadership provides a chance to each member of the team to build a leadership quality and also helps to bring out the best of the team.

2. Decision-making policy *(by consensus? by majority vote?)*:

- The decisions will be made based on consensus.
- If the decision made by all the team members will be same then it will be regarded as the final decision but if the decision will not be the same then the final decision will be based on majority votes of the team members.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

- Sujan Pariyar will be responsible for keeping the records of activities.
- Prasanna Shrestha will be the documentation manager.
- Swastika Adhikari will be the maintainer of team activity.

4. Day, time, and place for regular team meetings:

- Meeting with team members is held twice a week i.e. every Monday and Thursday.
- On Monday meeting is held from 11:30 am to 12:30 am and on Thursday meeting is held from 8:40 am to 10 am.
- The meeting is held in college.
- On Monday and on Thursday meetings are held after classes are over.

- If due to some reasons meeting is not conducted on allocated day and time then additional meeting will be held according to the need of the project and demand of the team members.

5. Usual method of communication:

For online communication between the team members the following applications are used:

- Slack
- GitHub
- Trello
- One-Drive
- E-mail
  (*Screenshots will be provided*)

B. Team Procedures:

1. Method for setting and following meeting agendas *(Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting?)*:

- Sakriya Bajracharya will be responsible for setting and following the meeting agendas.
- Team members will be notified a day before the meeting through online communication and they will also be notified in person after attending the first class of college.
- Utsav Sapkota will be responsible for the team following agendas during team meeting.

2. Method of record *keeping (Who will be responsible for recording and disseminating actions? How and when will the actions be disseminated? Where will all agendas and actions be stored?)*:

- Sujan Pariyar will be responsible for recording and disseminating actions.
- All actions will be disseminated 24 hours after the meeting.
- All agendas and actions will be kept in one drive and every member will be able to access it.

3. Procedures in the absence of a team member *(will the team meet with one member absent, or must all members be present?)*:

- When a member of our team is absent the meeting will still be held but all members being held is the upmost priority.
- In case of emergency we will be contacting the absent member either by calling or by messaging using online communication.

C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:

- Communication between team members will happen regularly either in person or with the use of online communication i.e. slack.
- Team meetings will be held twice a week and whenever necessary to make sure that the team cooperates effectively.
- The tasks will be distributed considering the skills of every team member. Skills of member will be known with the help of skill audit.
- If complex task arise the team leader will assign certain team member to solve the problem but if the problem doesn't solve team meeting will be held for further discussion.

- Every team member will be asked to submit the total time for the completion of the task that will be allocated to them. Keeping track of the hours spent by each team member per day and week to complete task plays a vital role to ensure that each one of them are putting an equal amount of effort on the project.

7. Strategies for encouraging/including ideas from all team members *(team maintenance)*:

- Every team member will be provided a chance to share their ideas and strategies.
- The idea and strategy which gets the majority votes will be implemented.
- Every individual in the group will research on the topic or tasks given to them.
- The information collected during research will be shared with other team members.

8. Strategies for keeping on task *(task maintenance)*:

- Deadlines for each task will be given by the team leader.
- Meetings will be held twice a week or online meeting will be held to know the status of each task.
- If difficulties are faced by any team member then it must be pre-informed with the help of online communication.
- Microsoft Project will be used for the management of different tasks being completed simultaneously.

D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

- Every member should be present during the team meeting as well as class.
- Every team member is expected to be on the team meetings on time.
- Every team member should equally participate to reach the objective of the project.
- Absence of any team member from the group is only considered on emergency cases like accidents, medical issues and so on.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

- Every member should be able to complete team assignments before the deadlines.
- Team meeting will be held and the team member will check and verify whether the assigned work is completed or not.

3. Expected level of communication with other team members:

- All members should communicate freely with the help of online communication i.e. slack or in person.
- Each member should feel free to ask help and share any difficulties with other team members.
- All meetings will have open communication so everyone will get a chance to communicate with other members.

4. Expected level of commitment to team decisions and tasks.

- Decisions will be made according to majority votes so every team member should remain committed to team decisions and tasks.
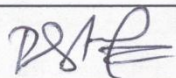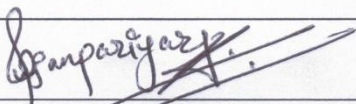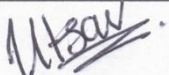- If better idea emerges then it should be discussed within a group.

E. Consequences of breach of contract:

- Team member who breaches the contract will be assigned additional work and will receive minimum guidance from the team leader.
- Team member breaching the contract will be given low review on peer observation form.
- The team member who deviates from the team contract will be kept in least priority.
- If the member become contactless for more than 48 hours and no response is generated then the project manager will be informed.
- When a team member does not complete assigned work on time, he/she will not be given the opportunity to be a team leader.
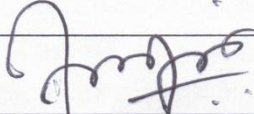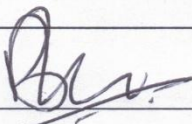
F. Certification by team members:

In appending your signatures below, you are stating that:

a) You participated in formulating the standards, roles, and procedures of this contract;

b) You have agreed to abide by these terms and conditions of this contract;

c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

Name	Prasanna Shrestha		
Signature		Date	2020-02-26
Name	Sakriya Bajracharya		
Signature		Date	2020-02-26
Name	Sujan Pariyar		
Signature		Date	2020-02-26
Name	Swastika Adhikari		
Signature		Date	2020-02-26
Name	Utsav Sapkota		
Signature		Date	2020-02-26

G. Acceptance of contract by tutor:

Name	Arun Lal Joshi		
Signature		Date	2020-02-26
Name	Rohit Raj Pandey		
Signature		Date	2020-02-26