## **Team Contract**

A **Team Contract** is a document prepared by each team prior to starting work on group projects.  Students should be held accountable and responsible for their own actions.  Students will develop their own "rules of engagement" through development of a Team Contract.  This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members.  The contract should be developed and signed BEFORE starting the actual course project.  **For the Team Contract to be valid, provide the signed and dated original contract to me by the specified deadline on your course schedule.**  **Give a photocopy of the original to each group member for their records.** This document is more for your group than it is for me so feel free to tailor it to your group's needs.

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# **Project Team Name:**

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|  | **Team Member Name:** | **E-Mail** | **Telephone/Other Contact Info** |
| 1 | Shaohui Xu | shaohuixu13@gatech.edu | 404-434-1792 |
| 2 | Menghang Li | Li.Menghang@gatech.edu | 678-918-1019 |
| 3 | Sicong Chen | scott\_493@gatech.edu | 404-268-9814 |
| 4 | Zixiang Zhu | zzhu72@gatech.edu | 404-435-2757 |
| 5 | Jinyu Shi | jshi74@gatech.edu | 404-465-0150 |

**A. Team Structure:**

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

Leader: Shaohui Xu

For the Work, we will take the shared responsibility structure.

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

Majority Vote

1. Who is the team Recorder/Documentation Manager/Maintainer of all required turn-ins?

Zixiang Zhu

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

Weekly meeting: Tuesday, 13:30

Or by Appointment via E-mail or Instant Messaging

1. Usual method of communication (e.g., e-mail, cell phone, wired phone, in person):

Messaging: WeChat, Facebook, Email

Documents Sharing: Google Drive, GitHub

**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?):

Agenda for the new sprint will be discussed and made during the weekly meeting. And the agenda will be recorded and emailed to all team members via Google Drive and Email. Team leader Shaohui Xu will be responsible for the team following the agenda during the meeting. He will contact team member individually about progress and later post them on Google Drive.

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

We will use Google Drive to record our every meeting(by Zixiang Zhu) and will notice all the team members via Email(every one has the access to the file).

All files and minutes will be later uploaded to corresponding directory of the GitHub Repository by Shaohui Xu(within 24 hours).

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

The team will meet with at least 3 people.

And absent members will get access to the minutes through google drive.

If the weekly meeting failed to make, we will find another time to have a make-up meeting.(At least one meeting for each week)

**C. Team Participation:**

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

1. We will evaluate total workload for one sprint during the weekly meeting before the team leader assigns an equal amount of work to each team member.

2. After a sprint, we will re-evaluate how much work has been done and this will help the assignment of work for next sprint.

3. During the sprint, the update of working progress will be very useful.

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

1. A log file will be created on Google Drive for every team member to post ideas. (Which will be archived and later pushed to GitHub Repository)

2. We will have a Group-me chat group in which everyone can chat with each other and view the past conversation.

1. Strategies for keeping on task (task maintenance):

Sprint backlogs will be created weekly to keep track of project burn-down.

**D. Personal Accountability:**

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

Since all our team members won’t have class at our weekly meeting time, we expect full attendance. Absence must be notified 24 hours earlier than the meeting. Tardiness can’t be more than 10 mins.

If any team member has 4 absences, he/she will lose the right to vote when making decisions.

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

All team members are expected to submit assignments on time as scheduled and update as burn-down requires.

1. Expected level of communication with other team members:

Discussion is encouraged and everyone is welcome to contribute to project planning.

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

Decisions should be made based on majority vote if necessary but discussion is always welcome. Each team member will be assigned tasks accordingly in weekly meeting.

**E. Consequences of breach of contract:**

What procedures and penalties do you wish to implement in the case of "slackers" or team members who deviate from your Team Contract?  You basically have two options here:  1.) **No Peer Evaluation** or 2.) **Peer Evaluation**.  Either option is acceptable to me, but I strongly advise you implement **Peer Evaluation** so that you have a mechanism in place if problems arise.

1. **No Peer Evaluation:** Your group may decide that you do not want any form of peer evaluation and that you will trust each other to pull their weight throughout the entire semester.  If that is your decision, in this section of your contract, simply specify the following statement: **All group members will receive the same grade on every aspect of the project regardless of their contribution and regardless of any problems that may arise throughout the semester**.
2. **Peer Evaluation:**  If you would like some form of peer evaluation, specify the following statement:  **Our team will conduct peer evaluation as part of this project.** As an appendix to your Team Contract, or in the section below, you MUST include the following three additional items:

**a) a** **blank copy of the evaluation instrument** that you will use to evaluate each other.  You will have to create this on your own in advance or you may provide a blank copy of an evaluation form used from other classes),

**b) specific directions for completing the evaluation instrument** (e.g., will you only evaluate other team members or will you evaluate other team members plus yourself?; will the evaluation be anonymous or will it be an open evaluation?), and

**c) very detailed directions** **on how you wish me to penalize group members based on the peer evaluations** (e.g., if the combined average score on the evaluation form is less than 140 points, lower that person's grade by 10% on all parts of the project, if between 141-150 points lower by 5%, etc.)  In other words, explain how you wish for me to calculate and adjust grades based on your evaluations.  I will honor your requests and I have lowered grades in the past based on information found within peer evaluations.  The choice is yours in terms of how you want to handle this.  Develop a procedure that works for everyone in your group.  Feel free to contact me if you need assistance.

**Important notes about the *Procedures* section of the contract:**

* You **cannot** change any aspect of the team contract, particularly the "Procedures" section, once the signed contract has been turned in to me.  Therefore, be VERY SPECIFIC on the Procedures section and spend some time thinking about this section.  The only way I will accept a change to your Team Contract is if ALL members of your team sign and date a written amendment to your initial agreement.
* If you do some form of anonymous peer evaluation, please collect them in sealed envelopes from each team member.  Turn in the entire packet of sealed envelopes no later than the day your project is due or, if applicable, the date specified on the course Schedule.
* If your project has a mid-semester benchmark or group presentation, in addition to a final project, consider whether or not you want peer evaluation for these aspects as well as the final project.  If your team is doing peer evaluations throughout the semester, in addition to the date your project is due, include such due dates on your contract.
* I will provide notification via e-mail to any student whose grade may be lowered as a result of the peer evaluation.

We will have no peer evaluation.

1. Policies for handling infractions of any of the obligations of this team contract:

For any infractions of obligations, we will first have notice of the misbehavior at the meeting and will force the guy to make promise on his following behaviors. At the second time, he will lose the right to vote at that week’s meeting.

1. Policies for handling persistent infractions:

When considering persistent infractions, people will automatically lose the right of vote on all the following decisions if he or she has break the contract for more than or equal to 4 times.

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**F. Certification by team members:**

In appending your signatures below, you are stating that:

1. *You participated in formulating the standards, roles, and procedures of this contract;*
2. *You have agreed to abide by these terms and conditions of this contract;*
3. *You understand that you will be subject to the consequences specified above and may be subject to reduction in overall course grade in the event that you do not fulfill the terms of this contract.*

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| Printed name: |  |  |  |
| Signature: |  | Date: |  |
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**G. Acceptance of contract by faculty:**

This contract does not take effect until it is accepted by the supervising faculty of senior design as evidenced by their signatures below:

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| Printed name: |  |  |  |
| Signature: |  | Date: |  |
| Printed name: |  |  |  |
| Signature: |  | Date: |  |