

Company Logo and Name designed by: FRIDAY MAY 5, 2017

Team contract/member responsibilities:

Collaboratively write a company contract and submit both electronically and in print by Friday, May 5th.

1. Outline duties and responsibilities of project lead and project member.

- Phil-Nic
  - Organization
  - Meeting deadlines
  - Discussion of issues with the client(teacher)
  - Task division and equal distribution of workload
  - Contribution to the development of the project
  - Verifying hours spent on work
  - Clarifying/discussing
  - Submission of:
    - a) Monday plans/reports
- Elen
  - Completion of own weekly task report
  - Javadoc of own code and overall
  - Software testing and testing report
  - Submitting screenshots for plans
  - Contributing to each submission
  - Final version: CD, Javadoc, jar. File in a zip folder
  - Final report (includes input of project members)
  - Friday reports
    - Hours spent on work

2. Names of project lead and member

- Project Lead: Philip-Nicolas V.
- Project Member: Elen M.

3. Decide on company name and design a logo. Both should be used in your contract.

- Company Name:
- Company Logo:

4. Logo will be used throughout your program on some screens and all reports

- Put logo somewhere on page

5. Communication protocols and meetings guidelines.

6. Keeping the client informed of progress, issues, complications; providing relevant screenshots.
7. Conflict resolution guidelines- Define how problems such as  
not completing assigned work  
poor communication  
any problems which may impede the timely completion of the project will be handled  
(consequences such as individual mark loss may be applied)
8. This contract is unchangeable and will be adhered to until the completion of the project.
9. If the contract is not sufficiently specific or does NOT address the mandatory elements listed the mark will be 0, however the contract will be re-written until up to standard.

#### DUE DATE AND SUBMISSION REQUIREMENTS:

Print, sign and hand in by end of class **Friday, May 5th**

Drop off electronic version.

Folder name: yourcompany name\_contract

#### Table of Contents

1. Duties/Responsibilities ..... Pg \_\_
2. Leader/Member Names ..... Pg \_\_
3. Communication Protocols/Meeting Guidelines ..... Pg \_\_
4. Conflict Resolution Guidelines ..... Pg \_\_

# Employee Contract

\documentclass{article}

\newcommand{\namesigdate}[2][5cm]{%

\begin{tabular}{@{}p{#1}@{}}

#2 \[2\normalbaselineskip] \hrule \[0pt]

{\small \textit{Name} (Please print)} \[2\normalbaselineskip] \hrule \[0pt]

{\small \textit{Signature}} \[2\normalbaselineskip] \hrule \[0pt]

{\small \textit{Date}}}

\end{tabular}

}

\author{Team Leader\Philip-Nicolas Varga\and Team Member\Elen Misura}

\date {May 4, 2017}

\title{Employee Contract}

\begin{document}

\maketitle

\begin {center}

\large {Bionic Entertainment}

\end{center}

\newpage

\tableofcontents

\newpage

\section{Overview}

\section{Duties}

\subsection{Team Leader}

\hspace\*{16pt}The team leader shall

\subsection{Team Member}

\section{Company Protocols}

\subsection{Communication}

\subsection{Progress Reporting}

\subsection{Conflic Resolution}

\subsubsection{Undesirable Behaviours}

\subsubsection{Diciplinary Guidelines}

\section{Compensation}

\subsection{Salary}

\subsection{Stock Options}

\subsection{Workplace Insurance}

\section{Terms of employment}

\newpage

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\section{Signature}
\noindent \namesigdate{Team Leader} \hfill \namesigdate {Team Member}
\end{document}
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