

Team Contract

The team contract is created for the purpose of making sure that every member of the team is equally responsible for the completion of the task and, all members are ready to take the strict actions against a member if found.

We hereby declare that the

Project Team Name: The Misfits

	Team Member Name	Email	Phone
1	Aayush Lal Rajbhandari	raayush18@tbc.edu.np	9818059617
2	Aman Shrestha	saman18@tbc.edu.np	9843849525
3	Pratiksha Manandhar	mpratiksha18@tbc.edu.np	9861288910
4	Sanjeev Lamsal	lsanjeev18@tbc.edu.np	9865105414
5	Top Rana	rtop18@tbc.edu.np	9824540409

A. Team Structure:

1. Leadership structure

Leadership structure is handled by a single person: Sanjeev Lamsal who is responsible for planning the project and handling the team meeting along with giving extra motivation to the team members.

2. Decision-making policy

If a decision doesn't come to a conclusion, Decision-making policy is done by majority vote.

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

Team Recorder: They are responsible for recording the meeting and the time spent on project.

- Aman Shrestha
- Top Rana.

Documentation Manager: They record the progress of the project and makes sure that the team complete the assigned task on time.

- Aayush Rajbhandari
- Pratiksha Manandhar

Maintainer: He is responsible for the maintenance of the team activity.

- Sanjeev Lamsal

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

Meeting is done 3 days a week Sunday (Discussion), Monday (Project Completion), Tuesday (Final Edit) via Google Meet from 12pm to 2 pm.

5. Usual method of communication

Method of communication: Discord, Google Meet.

In case, any of the team member can't solve a problem, our team is ready to communicate in any time between 10 am to 4 pm.

Google meet link: <https://meet.google.com/ocw-qxov-bbn?hs=151>

B. Team Procedures:

1. Method for setting and following meeting agendas

Agendas are set according to the task that needs to be done, the agendas are set by the team leader but if a problem arises any member can set up a meeting to discuss about the agenda. The agenda will be discussed always at the beginning of a meeting. Trello is used by our group to notify and remind the team members. Aayush will be responsible for the team following the agenda at the end of the 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?*):

Aman Kumar Shrestha and Top Bahadur Rana will record and each member will be notified of their allotted time in the project at the end of the meeting. All the record keeping is stored in google drive.

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

If only a single member is absent, the meeting will be held but in case of more than 1 member not being present, the meeting will be postponed. The absent members will have to provide a valid reason for their absence and if one is not able to provide a valid reason, he/she will be given a strike if the member has accumulated more than 3 strikes, he/she will have to work overtime.

C. Team Participation:

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

Each team member is responsible for choosing their preferred field and allocating the expected time required to complete the so task. The team members will be given different tasks: some might have a small workload and some might have larger workload and in case a member feels a heavy workload then other member sharing comparatively lower workload is to help them.

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

Each of the team member is encouraged to bring a relatively good idea for the project. Their idea will be assessed by the team members and the best idea with the majority of the vote will be implemented in the project.

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

- Reminder is set for each and every task.
- Team members are expected to work overtime for completion of the work.
- The leader provides motivational support.
- The decision and insight provided by each and every member is valuable.
- Avoid Procrastination.
- Participation by all members in creating ideas is encouraged.

D. Personal Accountability:

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

The expected individual attendance should be 80%, every team member is to attend the meeting within 5 - 10 minutes of the notification of the meeting. In case of emergency or when they can't attend the meeting, they have to consult with team leader. If any of the members are absent during the meeting or show up late without prior notice, they are given up to 3 strikes if they cross that warning they have to work overtime.

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

The team members are expected to give their utmost attention and discipline for the project and if one is found slacking during the project, they are given a warning. In case the deadline of the project is not met, the entire team is ready to take responsibility.

3. Expected level of communication with other team members:

The main platform which is used for the communication between members are discord and google meet, the members are notified before the meeting through Trello. Pratiksha Manandhar will contact every member in case of urgent matter.

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

The team leader is responsible for making decision and handing task to the team members and handling the team member's responsibility. Team members are also equally accountable for the communication between each other as well.

E. Consequences of breach of contract:




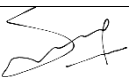

What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?

If any of the members are seen slacking or are absent during the meeting without any valid reason, they get a strike the strike accumulates up to 3 strikes and the member who has accumulated 3 strikes will have to work overtime as a coverup. If the member doesn't show any contribution during WIP or Final Presentation he/she will be expelled from the group.

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	Aayush Lal Rajbhandari		
Signature		Date	5/5/2021
Name	Aman Kumar Shrestha		
Signature		Date	5/5/2021
Name	Pratiksha Manandhar		
Signature		Date	5/5/2021
Name	Sanjeev Lamsal		
Signature		Date	5/5/2021
Name	Top Bahadur Rana		
Signature		Date	5/5/2021

G. Acceptance of contract by tutor:

Name	Rohit Pandey		
Signature		Date	