Contract

# Part 2

## Schedule:

Project Title:  
**“**Royal Threads: An E-Commerce Website for Traditional and Western Wear”

## **Regular Meetings:**

* **Day:** Tuesdays and Thursdays
* **Time:** 4:00 PM – 5:00 PM
* **Place:** Microsoft Teams (Online), Student Meeting Room (Campus), or Cafes.

1. **Preferred Method of Communication:**  
   Our main method of communication will be a WhatsApp group, where we’ll chat, share files, and schedule meetings on Teams. If something is urgent, we’ll call each other. Formal updates or instructor communication will go through Brightspace and email.
2. **Decision-Making Policy:**  
   We’ll aim for **group consensus** whenever possible. If we can’t all agree, we’ll go with a **majority vote** to keep things moving.
3. **How will you set the meeting agenda and track meeting minutes and outcomes?**

* The agenda for each meeting will be prepared by a different group member each week and shared the day before the meeting in our Teams group.
* The team leader will lead the meeting and keep us on track.
* Meeting minutes will be written by one team member (also rotating weekly) and saved in our shared Google Drive folder.
* A summary of each meeting will also be posted in Teams for everyone to refer to later.

1. **What records will be kept, who is responsible for creating and recording them, and who is responsible for sharing the records?**  
   We’ll keep records of:

* Meeting minutes
* Weekly goals and tasks
* Project files (design drafts, code, research, etc.)
* Each week, a different team member will oversee writing the minutes and uploading all updates to our group or the fastest other platform. They’ll also notify the group in Teams.

## Deliverables

1. **What are the goals of this group?**

* Build a clean, responsive website for selling traditional Indian clothes like sarees, lehengas, kurtas, etc.
* Make sure it looks great on all screen sizes.
* Add features like product filtering, shopping cart, and secure login with authentication codes.
* Showcase Indian culture through visuals and branding.
* Divide work fairly and learn from the process together.

1. **How will the group ensure cooperation and equal distribution of tasks?**

* We’ll divide work based on each member’s skills (e.g., coding, design, content, etc).
* We’ll use a shared task board, so everyone knows who is doing what.
* If someone is falling behind, others will help or swap tasks on time if needed.

1. **What strategies will this group use to encourage and include ideas from all team members?**

* Every meeting will have time for everyone to speak.
* We’ll rotate who leads the meeting, so everyone gets a voice and feels confident.
* There will also be an anonymous GitHub platform for anyone more comfortable sharing ideas privately with a team member.

1. **What strategies will this group use to keep on task?**

* Weekly deadlines for small milestones.
* Mid-week check-ins via chat to see how things are going.
* Each meeting will end with a list of next steps and who’s doing what.
* If someone’s stuck, we’ll talk about it early and help before Friday.

1. **What is the preferred leadership style for this group?**  
   We prefer a shared and supportive leadership style. Each person will take the lead on different parts of the project depending on their strengths. The goal is to help one another, not to control each other.
2. **What is expected for individual attendance, punctuality, and participation in all group meetings?**

It's a very important thing for all team members:

* Be on time and ready to contribute at every time.
* If someone can’t attend, they must inform the group and instructor in advance.
* Missing meetings or showing up late without notice isn’t okay.

1. **What is the expected level of responsibility and effort for fulfilling group assignments on time?**

* Everyone is expected to do their best work and meet the agreed deadlines.
* If something’s going wrong, let the team know early, not on the last date.
* Submissions should be done early enough so the group can review before the final deadline.

1. **How will the group handle a group member who is not fulfilling their obligations?**

* First, we’ll talk to the person privately to see if they need help.
* If it continues, we’ll bring it up as a group.
* If nothing improves, we’ll inform the instructor and send him to the other group.

1. **If a problem with a group member continues, what steps will your group take?**
2. Keep a record of the issue.
3. Discuss it calmly with the person and the whole group.
4. If needed, involve the instructor for support.
5. Reassign their tasks to keep the project moving.

**Commitment**

I have taken part in creating the team plan and agree with the expectations listed above.

I understand that I must follow these rules for the group to succeed.

I also understand that if I don’t follow them, there may be consequences from the group or the college.

| **Name** | **Student Number** | **Date** |
| --- | --- | --- |
| Abdul Rahim | 24020659 | September 11, 2025 |
| Laksh Verma | 23094020 | September 11, 2025 |
| Milan Singh | 24006989 | September 11, 2025 |
| Jashanpreet Singh | 24007609 | September 11, 2025 |
| Armaan Singh | 24021133 | September 11, 2025 |