**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) Sean Ryan

2) Alex Darwin

3) Ben Johnson

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

**We will communicate with email, and the Discord voice over IP software.**

1. List the contact information you will be using:

**For email**

* **Sean Ryan:** [**rotoppa@gmail.com**](mailto:rotoppa@gmail.com)
* **Alex Darwin:** [**oldspicetruck@gmail.com**](mailto:oldspicetruck@gmail.com)
* **Ben Johnson:** [**pellesmc@gmail.com**](mailto:pellesmc@gmail.com)

**For Discord**

* **Sean Ryan: Sean Ryan#8076**
* **Alex Darwin: ironsnake345#8066**
* **Ben Johnson: Ben Johnson#8915**

1. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

**We will make decisions by majority vote. If someone disagrees about a decision, we will debate its merits and discuss alternatives. However, if a consensus is not reached, the minority party must accept the majority decision. We will try to be flexible in finding solutions everyone values.**

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? What will be done to keep the team on track during a meeting?):

**We will collaborate to create a list of tasks and create deadlines, and attempt to schedule our goals until the completion of the project at the end of next term. Ben will volunteer to oversee the agenda, but any member is welcome to take on that responsibility at any time. During meetings we will set clear guidelines about the tasks at hand, as well as include time for solving additional and developing issues.**

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

**Whoever is responsible for facilitating the meeting agenda will also be responsible for sharing group information.**

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

**Assets will be shared using Unity’s Collab feature. All models will be accessible in the history. Certain deprecated models and code will remain available as well. Everyone is responsible for maintaining up-to-date assets. Ben for art, Sean and Alex for code.**

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

**The highest standard, when considering time constraints, and limits of expertise.**

* 1. **Strategies** to fulfill these standards:

**The team needs to be very clear about when they will be able to meet, and be on the same page regarding what the presentations and research will require, both in terms of time and effort.**

**Team Participation**

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

**Each team member will work to fulfill their tasks to the best of their abilities, considering the time they have available. For the artist, all of the art-related work is their sole responsibility. For code, tasks will be assigned based on the state of the project, and the amount of work-time they have available.**

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

If a team member feels that an idea is of great importance, as a group **we will debate its merits, discuss alternatives, and record their idea. We encourage the sharing of ideas, but accept that the majority decision is the ultimate one we will settle on. We will work together on topics, even if we personally prefer alternatives.**

1. Strategies for keeping on task (task maintenance):
2. Preferences for leadership (informal, formal, individual, shared):

**Personal Accountability**

1. Expected individual attendance and participation:
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
3. Expected level of communication with other team members:
4. Expected level of commitment to team decisions and tasks.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:
2. Describe what your team will do **if the infractions continue**:

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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