# Team Contract

## Team Members:

1) Andreea- Dana Cristea

2) Floreza Sillar

3) Romulus- Daniel Negut

4) Sadia Bukhsh

## Team Procedures

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

The regular meetings is gonna be during week days (Monday->Friday), before or after our classes at KEA.

**2. How will you organize your team meetings? 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?):**

- On Friday meeting we'll discuss about:

    – what has being done

    – what has to be done next$\Longrightarrow$ each of us receiving new assignments

- the team leader is gonna make sure we'll get our daily notifications/reminders and follow the members work.

- the team leader is gonna keep the team spirit high and motivated.

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

- Using Googe Calendar, we are organizing our own schedule and share it between us.

- Sync with our phone, we'll carry our schedule with us.

- Never miss a meeting having email reminders.

- Using Skype, Facebook chat and text SMS we make sure we won't miss a thing out of sight.

**4. How will you delegate work?**

- Each team member is gonna recive weekly a new piece of work to fulfill.

- The selection between work pieces is gonna be at first voluntarily, if disagrees occur we'll use a direct atributting, starting in alphabetical order.

**5. Decision-making policy (by consensus? by majority vote?)**

- We'll go for taking decision by consensus, and, in need by majority of votes.

**6. How will you keep track of your work documents? Backup-routines?**

- For the best safety and backup of our work, we are using GitHub repository.

## Team Expectations

**Work Quality**

**1. Project standards (What are your ambitions? What is a realistic level of quality and quantity?)**

- Our desire is to make a functional system that completely fulfill the Sunshine resort needs.

- A realistic level of quality will be a friendly, easy to use, user interface and as for quantity.....

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

- In order for the project to be organized

## Team Participation

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

- We're gonna look at each member computer scientist strength(weaknesses and strengths) and assign accordingly.

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

- we're gonna express freely our ideas, put them down and then make it happen.

**3. Strategies for maintaining motivation:**

- Our motivation strategies :
  - a fun environment
  - help each other
  - create a feedback system
  - ask for input (members opinion)

**4. Preferences for leadership (informal, formal, individual, shared):**

- We have choosen to have an informal and shared leadership, because we consider that we have different level of skills, but the same goal.

## Personal Accountability

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

- The expectancy of attendance and participation to our team meetings should be 99.9%.

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

- We expect that each member is able to deliver on time the tasks and have a good support for them.

**3. Expected level of communication with other team members:**

- We expect to have an efficient communication between us.

- To feel free to express ourselfs

- Overall to maintain an enthusiastic atmosphere

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

- We expect that each member to get serious with his/hers work and be responsible to maintain his/hers level of commitment high through the entire period.

## 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:**

- If a member does not fulfill his/hers assignment, should be able to give an explanation and make it done as soon as possible.

- She/He is gonna get a black star on hers/his assignments paper.

**2. Describe what your team will do if the infractions continue:**

- If the infractions continue, we'll discharge that member from all tasks, not being able to get more work, but he/she will be permitted to attend our group work.

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a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

b) *I understand that I am obligated to abide by these terms and conditions.*

c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) _____date_____

2) _____date_____

3) _____date_____

4) _____date_____