

GROUP CONTRACT**DATE:** _____**EXPECTATIONS FROM TEAM MEMBERS**

(e.g., Attend all meetings – Bring cinnamon rolls after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
We'll meet as a team every week at: <u>HNSC</u> for <u>30m - 1</u> hrs and at: <u>Zoom</u> for <u>30m - 1</u> hrs	Team meeting will be held Tuesday's and Thursday's after class. If a team member cannot attend a meeting they should notify the group prior to start. If a student is repeatedly absent without a valid reason then a team meeting will be held to come up with mitigate any issues and find solutions. If infractions occur then the professor will be notified for further action.
Be on time and prepared for team meetings. (Both in and out of class time)	The group should be notified if you are unable to attend class or team messages. If a team member is unable to do so there will be a team meeting to mitigate any issues and find solutions. if infractions continue to occur then the professor will be notified for further action.
Follow through on commitments made to the team. (May include meeting deadlines to complete a share of the work, reading a paper, etc.)	It is your own responsibility to stay on task and address and questions and concerns, and complete tasks by deadlines. If there is an issue where a task cannot be completed prior to a deadline then it should be communicated with the group, at least 24-72hrs prior, to make adjustments. If this is not followed then the professor will be notified.
Contribute to the team voluntarily. (These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)	Each team member is required to keep in touch, this could be letting the team know when a task is done, if there is an issue with code, and/or asking for help. This way the team can coordinate how best to use any remaining time.
Welcome and invite contributions by other team members.	Team members are expected to have an an open mind and accepting attitude. if a team is not meeting expectations a team meeting will be held to discuss further action.
How you define the line between support and plaigarism. (Helpful to play out a scenario, e.g. a group member is stuck with a block of code, how do you deal with that?)	All resources used in the creation of the project should be displayed in the code as a comment where applicable. A meeting will be held in order to figure out if the code needs adjusting. If there is still any doubt then the professor will be contacted for further action.
Each team member will talk for at least <u>5</u> minutes and at most <u>15</u> minutes during a 1-hour meeting.	Each team member will be given at least 5 minutes of uninterrupted time, if there is complex topic then a time extension can be granted. Team members are expected to share their current progress and what has changed since last meeting. If a talk is not satisfactory the rest of the team is expected to ask questions and obtain any missing information.
(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)	Proper communication is expected. If a team member does not keep in contact within a 3-5 day period the team will then try contacting said member. If there is no response the professor will be notified.

If you've read and agreed with this contract, add your name here:

Steven Canon-Almagro

