SWE 6613

Team Contract
Group #1

Team contract

The following sections are intended to help you establish your team contract, which is intended to help avoid many of the problems commonly faced by teams, and to facilitate continued improvement of your teamwork throughout the project. By addressing the following items, you should be able to enhance your team performance, member satisfaction, and learning.

Please leave the text intact in the numbered lists below. Add your content in the blank space under each point.

Team name:

Spartans

Team member information

Name	Contact information (email, IM handles etc)	Major	Strengths related to the project topic	Weaknesses related to the team's topic	Preferred team role
Elliotte Wideman	ewideman@students.kennesaw.edu	MS SWE	Prior group experience with requirements capturing / Architectural design	Have not programmed full website/mobile application	leader
Hunter Blake	Hblake3@students.kennesaw.edu	MS SWE	Prior group project experience Punctuality	Haven't conducted an RE elicitation & analysis before.	Member
Jeff McGurk	Jmcgurk1@students.kennesaw.edu	MS SWE	Prior engineering projects including use case diagrams	Little RE experience, with some documented failures	Member
Mekonnen Kindo	mkindo@students.kennesaw.edu	MS SWE	Prior experience with SDLC	Still need more experience	Member
Ester Baah	ebaah3@students.kennesaw.edu	MSSWE	Prior Experience in Research	Database	Member

Communication

1. Describe the day, time, and frequency of team meetings that will occur outside of normal class time
   Monday: 7:00 P.M.
   Wednesday: 8/9:00 p.m. emergency

2. Describe how you will meet as a team (e.g., Discord voice, Teams, Slack, Skype, in-person)

   Slack for chatting and project planning sharing of files and documents .

   Google docs for document organization.

   Teams

   Github.

3. What are the rules for you team meetings? What will you do to ensure meetings are efficient and productive?

   Each member will have a goal and deadline to meet before each meeting and discuss how each goal was achieved/attempted.

Gnat chart:

4. Describe your method of completing assignments (e.g., virtual meetings, splitting up work)

   We will meet virtually once a week to discuss what needs to be accomplished, who will be completing what, progress that has been made, and questions we may have.

5. Describe the norms for responding to virtual communications (e.g., responding the e-mails within 24 hours, checking chat messages)

   Respond to emails or chat messages within 24 hours

6. Describe the methods that will be used to keep the team on track
   How will your team ensure that members contribute as expected to the team?

A comprehensive list of tasks will be created, along with a detailed log documenting which team members completed each task.

How will you ensure that the team performs as expected?

We will develop a project timeline with key dates and milestones to track progress.

How will you reward team members who do well and manage members whose performance is below expectations?

Excellent performance will be rewarded with praise and recognition while under performance will be addressed promptly to avoid or diminish delays.

Will you use any kind of software to manage the division of work within the team? Note: KSU provides Microsoft Planner for this purpose.

We will use Microsoft planner or asana for project management

Operating guidelines

1. How will your team make decisions?

   All decisions will be made with a majority consensus.

2. What are your team's expectations regarding team member performance, work timeliness, and contribution quality?

   All group members are expected to complete their assigned work in a timely manner.

3. What are your team's expectations regarding the quality of team members' participation for team meetings and quality of the deliverables that members bring to the team?

   All group members are expected to put forth their best efforts to produce the highest quality material that they are individually capable of.

4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings etc)?

   All group members are expected to be present during the weekly meetings. Conflicts should be raised 24 hours in advance whenever possible...the team will decide whether to reschedule or carry on without the member.

5. What constitutes an acceptable excuse for missing a meeting or deadline? What types of excuses will not be considered acceptable?

   Any type of family, medical, etc. emergency will be considered acceptable. Any other excuse, such as forgetting about the meeting, or being "unable" to attend, will not be tolerated.

6. What process will team members follow if the have an emergency and cannot attend a team meeting or complete their individual work or deliverable promised to the team?

   Let the team know as soon as possible. Responsibilities that the individual had can be distributed   among the other team members. Meeting notes will be sent to the individual so as they are not behind on any pertinent information.

Conflict management

1. What strategies will your team use to resolve differences of opinions between team members? Team members will be afforded opportunity to voice their opinions, after which a team vote will be taken with majority vote prevailing.

2. What strategies will your team use to deal with non-cooperative and/or under-performing members?

We will establish clear performance expectations, including effective communication, and regularly assess our individual and team performance through feedback. If a team member or the team lead is not meeting expectations, we will address the issue directly. If necessary, we will escalate the matter to the professor for further guidance.

3. How will your team handle unexpected issues (e.g., family emergencies, illnesses)?

We will maintain flexibility in our schedules to accommodate unforeseen challenges. This includes open communication about availability and limitations, as well as a support system for personal difficulties. Additionally, we will develop a contingency plan for redistributing tasks and responsibilities among team members if necessary.

Indicate full team agreement on these decisions

All team members must indicate their agreement by typing their names here. Typing your name here means that you agree to abide by the team policies

Elliotte Wideman   .

Mekonnen Kindo

Hunter Blake   .

Jeffrey McGurk   .

Esther Baah   .