

Team Contract.

Project Team Name: C-Fresh

	Team Member Name	Email	Phone
1	Aarnav Gauli	gaarnav22@tbc.edu.np	9848580066
2	Sweing Nakarmi	nsweing22@tbc.edu.np	9808746122
3	Abhishek Sharma	s.abhishek22@tbc.edu.np	9809242757
4	Atul Bhattarai	batul22@tbc.edu.np	9810160108
5	Saugat Rajbhandari	rsaugat22@tbc.edu.np	9866446800
6	Yunisha Neupane	nyunisha21@tbc.edu.np	9857011098
7	Sushant Gautam	gsushant22@tbc.edu.np	9841317449

A. Team Structure:

1. Leadership structure:

We will utilize a rotating leadership model, where individuals will take turns leading specific project aspects. This fosters both collective ownership and the inclusion of diverse perspectives.

2. Decision-making policy:

Decisions will be made by majority vote.

In the event of a tie, the current group leader will serve as the tiebreaker and make the final decision.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

Sweing Nakarmi will serve as the team's Documentation Lead and Recorder. He will be responsible for managing all project documentation and capturing key meeting points and decisions.

4. Day, time, and place for regular team meetings:

- **Online Meetings:** Online meetings will be held daily except Saturdays after 8:00 PM via Discord.
- **Physical Meetings:** In-person meetings will be held at least two times per week at 10:00 AM in a suitable classroom, subject to availability.

5. Usual method of communication:

Primary Communication Channels:

- **Discord Server:** We will primarily use a dedicated Discord server for real-time communication and collaboration.
You can join the server here: <https://discord.gg/qW4w5dX6>
- **Email:** We will also utilize email for important announcements, updates, and asynchronous communication.
- **Github:** We will be using a github repository to manage our code base.
<https://github.com/SweingZ/TeamProject>

B. Team Procedures:

1. Method for setting and following meeting agendas:

To ensure efficient and productive meetings, the team will follow a structured agenda process. The designated meeting leader, responsible for rotating weekly, will create and distribute the meeting agenda in advance. Ideally, this will be done a day prior to the meeting to allow sufficient time for review and preparation by all team members.

The agenda will be shared through both the team's dedicated Discord server and official team email addresses, ensuring everyone receives the information promptly. While we prioritize respect for personal boundaries, gentle reminders may be sent through the established communication channels if any team member hasn't acknowledged receipt of the agenda.

During the meeting, the designated leader will guide the discussion according to the established agenda. This includes facilitating a focused conversation, ensuring everyone has a chance to contribute, and keeping the meeting on track to address all key points efficiently.

2. Method of record keeping:

To ensure clear communication and accountability, we will maintain a comprehensive record-keeping system for all meetings. The designated meeting recorder will capture key decisions, action items, and next steps, documenting them in a standardized format and sharing them promptly via Discord and team email addresses. All meeting agendas, minutes, and action items will be stored in a centralized location, ideally a shared Google Drive folder, for easy reference. Additionally, we will utilize project management software like Jira, MS Project, or Notion to assign tasks, track progress, and foster collaboration, creating a streamlined system for managing our work and achieving shared goals.

3. Procedures in the absence of a team member:

We value collective participation in meetings. However, we understand that unforeseen circumstances may sometimes lead to absences. To maintain flexibility and respect individual needs, we will follow these procedures:

- **Prior Communication:** Team members who anticipate missing a meeting are expected to notify the group leader in advance, providing a valid reason whenever possible.
- **Virtual Participation:** If feasible, absent team members are encouraged to join the meeting virtually, allowing them to stay informed and contribute remotely.
- **Meeting Condition:** To ensure productive discussions and decision-making, a minimum of 5 team members must be physically present for the meeting to commence in person. In the event this condition is not met, the meeting will be held virtually to ensure inclusivity and progress.

C. Team Participation:

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

The team's adoption of a rotating leadership model offers an opportunity to encourage participation by providing leadership experience to all members.

We will also implement several strategies that go beyond the rotating leadership model:

- **Clear Task Definition and Assignment:** We will ensure all tasks are clearly defined, documented, and appropriately assigned based on individual strengths, skills, and interests. This promotes ownership and accountability.
- **Regular Progress Updates and Check-ins:** We will establish regular progress updates and check-ins to monitor individual and collective progress. This allows for early identification of any potential roadblocks and facilitates adjustments if needed.

7. Strategies for encouraging/including ideas from all team members:

Fostering a creative and inclusive environment is key. We'll encourage open communication, actively seek diverse perspectives, and practice active listening. This ensures everyone feels valued and empowered to contribute their unique ideas, ultimately fuelling our team's success.

8. Strategies for keeping on task:

To ensure everyone stays on track and meets deadlines, we will utilize project management software like Jira or Notion. This allows for clear task assignment, progress tracking, and communication, promoting accountability and collaboration. Additionally, we will implement regular team check-ins to discuss progress, address any roadblocks, and ensure everyone remains focused on their assigned tasks and overall project goals.

D. Personal Accountability:

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

We expect at least 80% attendance from each team member at all meetings. Punctuality is crucial, aiming for arrival on time. However, we understand unforeseen circumstances may arise. In such cases, a maximum 15-minute delay is considered acceptable, with prior communication to the team leader highly encouraged to minimize disruption. As previously mentioned, regular progress updates are expected from everyone during meetings, fostering collaboration and shared understanding.

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

To ensure the project's success, high ownership and accountability are expected from all team members. This entails active engagement in all aspects of assigned tasks, including planning, execution, and problem-solving. Meeting established deadlines and timelines remains crucial, requiring effective time management and proactive communication regarding any potential delays. Finally, taking initiative to overcome challenges, seek clarification as needed, and contribute actively to solutions is essential for fostering a collaborative environment and achieving our shared goals.

3. Expected level of communication with other team members:

To promote a collaborative and efficient environment, we expect frequent, open, and proactive communication among team members. This includes:

- Regularly sharing progress updates and potential roadblocks to ensure everyone is informed and prepared.
- Openly and promptly communicating any issues or concerns to facilitate timely problem-solving and avoid delays.
- Actively engaging in discussions and collaborative efforts, fostering a sense of teamwork and shared ownership.
- Providing and seeking constructive feedback to continuously improve and learn from each other.

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

We expect a high level of commitment to team decisions and tasks from all members. This involves supporting and advocating for collaboratively reached decisions, even if they differ from personal preferences, fostering a sense of unity and trust. Additionally, while raising concerns or providing new information constructively is always encouraged, ultimately working towards the successful execution of the chosen course of action is crucial, promoting open communication and continuous improvement.

E. Consequences of breach of contract:

While it's important to outline procedures for addressing deviations from the team contract, it's equally crucial to prioritize open communication and a collaborative problem-solving approach before resorting to penalties. Keeping this in mind the following is our code of conduct:

1. Early Intervention and Open Communication:

- Upon observing a team member potentially deviating from their responsibilities or hindering team dynamics, a private conversation will be initiated to understand their challenges and explore solutions collaboratively.
- Active listening and empathy will be fostered to identify any underlying issues and establish a supportive environment for open communication.

2. Collaborative Problem-Solving:

- Efforts will be made to collectively identify the root cause of the deviation and brainstorm solutions that address both individual needs and team goals.
- This fosters a sense of ownership and accountability, encouraging team members to find solutions that work for everyone.


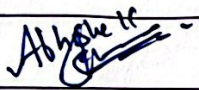

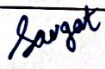
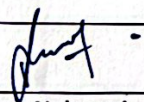
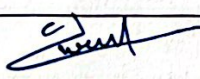

3. Utilizing Penalties as a Last Resort:

- Formal penalties will only be implemented as a last resort after all other collaborative efforts have been exhausted.
- A fine of Rs 5000 will be charged if a team member is deemed to have breached the team contract after exhausting all other options.


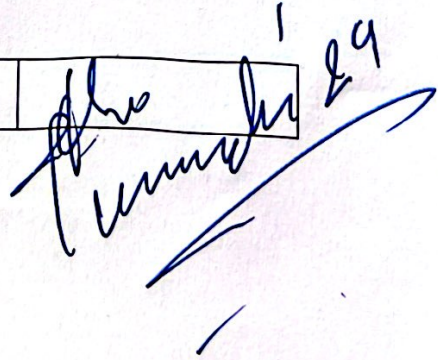
F. Certification by team members:

In appending your signatures below, you are stating that:

- You participated in formulating the standards, roles, and procedures of this contract;
- You have agreed to abide by these terms and conditions of this contract;
- You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfill the terms of this contract.

Name	Aarnav Gauli		
Signature		Date	7 th March '24
Name	Abhishek Sharma		
Signature		Date	7 th March '24
Name	Atul Bhattarai		
Signature		Date	7 th March, 24
Name	Saugat Rajbhandari		
Signature		Date	7 th March, 24
Name	Sushant Gautam		
Signature		Date	7 th March '24
Name	Sweing Nakarmi		
Signature		Date	7 th March '24
Name	Yunisha Neupane		
Signature		Date	7 th March, 2024

G. Acceptance of contract by tutor:

Name	Dr Rohit Raj Pandey		
Signature		Date	 7 th March '24