**//TODO: TEAM CONTRACT**

**Team Members:**

1) Georgia Fox

2) Shawna Staff

3) Robyn Brittain

4) Sandi Jasmer

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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:

Shawna Staff:

I prefer discord and text messages.

Georgia Fox

Email, text, discord

Sandi Jasmer

Discord and phone/text or call

Robyn Brittian

Text or call and Discord

1. List the contact information you will be using:

Shawna Staff Contact:

Discord username: @misses\_403

Cell: +01(541)876-7773

Email: staffs@my.lanecc.edu

Georgia Fox

Discord: georgiafox

Cell: 503-539-0868

Email: [foxgc@my.lanecc.edu](mailto:foxgc@my.lanecc.edu)

Sandi Jasmer

Discord: sjasmer2019

Cell: 541-206-0132

Email:[sjasmer@my.lanecc.edu](mailto:sjasmer@my.lanecc.edu)

Robyn Brittain

Discord: Charmy

Cell: 812-606-9444

Email:Brittainr@my.lanecc.edu

1. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):
   1. Conversation, compromise, falling back on majority rules. In the event of a split vote, we would present why each approach or direction is more suitable for the client, whichever group makes the most compelling argument for why their approach is best for the client’s needs is the direction we will take.

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?):
   1. Two days prior to meetings any agenda topics a team member would like to discuss will be posted in our meeting agenda discord channel.
      1. Regular meetings will be in the class discord channel for our team, Monday & Wednesday 12-2.
      2. If any team member is incapable of attending a meeting we will have a brief summary for them to review and another team member will be available to bring them up to par as well.
      3. In the event we need to meet more than twice a week we will meet in our discord channel named Capstone and each member will be notified at least 24 hours in advance.
   2. Sandi to compile the agenda from what we need/want to discuss from discord and will email it to the rest of the team.

1. Method of **record-keeping** (Who will be responsible for recording & disseminating meeting records?  How will such record be kept/accessed?):
   1. Robyn Brittain & Georgia Fox will be responsible for recording meeting minutes and notes.
   2. All meeting notes will be uploaded to our Google Docs Meeting Notes Folder

<https://drive.google.com/drive/u/1/folders/1fBLyf9FsJ_i9RjBiSnYwQGtWN54u7ztQ>

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?
   1. Shawna will be in charge of document organization however we’re working together to keep organized as well.
   2. Google Docs for writing and documentation
   3. GitHub Repo for Code
   4. Jira for Project Management

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| **Team Expectations** |

**Team Participation**

1. How will you ensure cooperation and equal distribution of tasks?
   1. We will be using Jira for task assignments.
   2. Discuss the upcoming tasks verbally in discord and determine task delegation considering time, task requirements, and team capability.

1. What will you do to make sure that all team members are participating in decision making?
   1. During our regular meetings we will be checking in with each other, our regular check-ins are what will help us maintain active participation.

1. Strategies for keeping on task (task maintenance):
   1. Jira
   2. Along with our regular meetings we have agreed to be active on Discord and Jira to manage change.
      1. If we need a quick response or notification we will call or text. Otherwise, Discord will be a 24hr turnaround.

1. Who will be in charge of making sure things get done?
   1. We are going to be sharing scrum master roles. Sandi will be in charge of the assignments turned in to Moodle.

**Personal Accountability**

1. Expected individual attendance and participation:
   1. Expected to attend regular meetings. If unable to make the meeting we ask for text notification and when they can next follow up with notes from the meeting missed.
   2. Client meetings are required and we will have advance notice if changes are needed for them since we have to consider the client’s schedule.

1. The expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   1. We’re looking to share the load equally as best we can.
   2. Our regular check-ins will be a place where we will be open about our schedules and responsibilities.

1. The expected level of communication with other team members:
   1. We expect 100% full disclosure from each other in the project or task progression on a consistent regular basis at meetings and outside of meeting times when and if issues impeding development and project delivery arise.

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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:
   1. We have agreed to speak to each other as a team and help understand the why behind not being able to complete the workload or share the workload.

1. Describe what your team will do **if the infractions continue**:
2. Verbal communication about tasks not completed, a request for more frequent communications on the project.
3. We would enlist another in the form of mediation for communication, most likely Brian.

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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.*

 Sandi Jasmer   date: 2/10/21

 Shawna R. Staff             date: 2/10/21

 georgia fox                                                                                        date:  2/10/2020

 Robyn Brittain                                                                                  date: 2/10/2020