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| **Team  Contract**  **Team Member Names:**  Alina Larcencova  Mark Tan  Sean Dow  Daniel Tcherepanov  Date: October 7, 2019 |
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Project Preparation 304 - J

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# Contact Information

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| |  |  |  | | --- | --- | --- | | **Team Members Contact Information** | | | | **Names:** | **Phone:** | **Email:** | | Alina Larcencova | (403)969-9073 | [Alinka\_l@hotmail.com](mailto:Alinka_l@hotmail.com) | | Mark Tan | (587)664-7960 | [mark.tan@edu.sait.ca](mailto:mark.tan@edu.sait.ca) | | Sean Dow | (403)470-8361 | sean.dow@edu.sait.ca | | Daniel Tcherepanov | (587)707-4545 | Daniel.tcherepanov@edu.sait.ca |  Definition of Team For the course, Project Preparation, course code PROJ-304, section J, and the preceding course Capstone Project, course code PROJ-354, this team shall be composed of Alina Larcencova, Mark Tan, and Sean Dow. Team Contract and Objective THIS CONTRACT made this 5th day of October 2019, by Alina Larcencova, Mark Tan, and Sean Dow shall be comprised and organized only by Alina Larcencova, Mark Tan, and Sean Dow. All members of this team shall follow SAIT’s academic integrity policies and the Student Code of Conduct. The team’s objective will be the successful completion of the course Project Preparation, course code PROJ-304, and the course Capstone Project, course code PROJ-354 with the maximum grade, A+. This team contract aims to ensure complete compliance of academic integrity, course completion, and to hold them accountable should they fail to meet the terms and conditions set below. They will obey all the following terms and conditions. Terms and Conditions Team members will make every effort to:   1. Purpose and Objective    * + - 1. Complete course objectives.          2. Ensure the quality and integrity of their work are met above standards and satisfy both instructors Andrew Campbell, and Steven Shirley.          3. Provide harmonious relations with the team, and ensure the team is communicating and working together.          4. Provide a positive work environment.          5. Respect the opinions and ideas of the team members relating to the project.          6. Seek help if the work cannot be completed on time.          7. Complete all work assigned on time. 2. Attendance    * + - 1. Attend all team meetings that are set and agreed upon by all three team members, with the exception of mandatory course team meetings.          2. Attend all classes for the course Project Preparation, and Capstone Project, except for family death, or extreme weather conditions, and dangerous driving conditions.          3. Inform team members 24 hours before a scheduled meeting of their absence for both courses and the scheduled team meetings.          4. Inform team members of arriving late 30 minutes before a scheduled meeting; exceptions are given during an extreme weather event or family death. 3. Responsibility    * + - 1. Ensure members split the task evenly between each other.          2. Dedicate their time to completing the task and scope of the course objectives.          3. Ensure SAIT’s academic integrity, Student Code of Conduct, and both instructor Andrew Campbell, and Steven Shirley’s expectation are always held until the end of Capstone Project.          4. Ask for help if they need it.          5. Respect each other.          6. Seek aid promptly, not 24hours before something is due.          7. If team conflict arises, resolve it as a group first; involve the instructors only if team members cannot resolve.          8. Inform team members of any concerns or problems. 4. Communication    * + - 1. Communicate any problems or concerns relating to the project          2. Ensure the team members are apprised should they fail to attend any meetings or classes for both courses. 5. Behaviour  (a) Ensure an honest and quality work   (b) If team members make the same repeated excuse of failing to meet all terms and conditions of this contract they shall be subjected to the consequences and punishment set in section D. of this team contract. Consequences and Punishment D.1) If a team member fails to accomplish any task at all completely and follow all the obligations set in the terms and conditions of this contract, they are hereby expelled from the group, and the grade shall only be between the three members. Under this circumstance, the three team members shall escalate this matter to both instructors, Andrew Campbell, and Steven Shirley, and shall submit email logs, or text message, or phone logs, or discord logs. and the work that they have accomplished, and the work that the other team member has failed to accomplish. This part of the consequences and punishment shall only be invoked, after that member has been warned three times by both team members, and the warning is done through the SAIT email.  D.2) If two, or three team members fails to accomplish any task at all, then it is on the onus for the that one member to ensure they document their work, text message, emails, discord logs, regarding that team member, or members has not submitted anywork at all, nor have they communicated anything.  D.3) If a team member fails to attend any mandatory course meetings and fails to inform the team of their absence, they are hereby required to purchase a Tim Horton's double-double large coffee with three espresso shots, for both team members.  D.4) If a team member continuously, and repeatedly makes an excuse with how they have failed to meet their obligations, and complete their task, they shall be warned via SAIT email. In the third warning, D.1, or D.2 shall be executed by the two members of the team, or three members of the team.  D.5) If a team member fails to adhere to any part of the terms and conditions set within this contract with the exception of behaviour, responsibility, and purpose and objective of the terms and conditions of this contract, which are non-negotiable. They shall purchase a Tim Horton's double-double large coffee with three espresso shots for both team members.  D.6) Exceptions for consequences are made for severe weather conditions, defined as a blizzard, dangerous icy road conditions, severe flooding, severe acts of nature, which are all defined in the mainstream news media CBC, CTV, Global, and The Weather Channel. If there is a winter driving condition, due to snow, as long as the team members inform of them of their absence, an exception shall be made.  D.7) Exceptions shall be made in the event of a family death; however, if a team member is suspected of abusing this, or they have more than two family death, a medical death certificate shall be required for proof.  D.8) Exceptions shall be made if a team member falls ill, and contracts the flu or virus, or is physically injured; but if a member is suspected of abusing this exception, they shall be required to show a medical certificate by a licensed medical doctor.  D.9) Exceptions shall also be granted if the other team members agree with regards to the exceptions. A majority vote, or 3/4 team members they shall agree before hand to give the other team member an exception.  D.10) The consequences and punishment shall only be enforced as long as 3/4 team members agree, or 2/4, or 1/4 document their work, and ensure they have properly communicated with 3/4, 2/4, 1/4, members that they have not done their work properly, and specifically state D.10) of the contract. They will also ensure they voice their concerns, via email, text messages.  Signature and Agreement of Members ALL TEAM MEMBERS AGREE TO THIS CONTRACT AND EXECUTED ON THE DAY AND YEAR FIRST ABOVE WRITTEN.  **2019/10/08 Mark Tan 000397108**  DATE Print Name of Team Member Student I.D  **2019/10/08 Sean Dow 000654676**  DATE Print Name of Team Member Student I.D  **2019/10/08 Alina Larcencova 000562646**  DATE Print Name of Team Member Student I.D  **2019/10/08 Daniel Tcherepanov 000794261**  DATE Print Name of Team Member Student I.D |
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