

Team Work Contract:

UI Team 1

fill-in your team name

Temporal

1. Meetings will start within five minutes of the agreed start time and everyone should be punctual and ready to get rolling.
2. Team members should attend all meetings unless agreed beforehand or there are unavoidable events. Members will communicate as soon as possible regarding absences.
3. All team members will remain in the meeting until all tasks for that meeting are completed, or there is unanimous adjournment.

Procedural

1. All team members will prepare for meetings by:
 - (a) reviewing and participating in the team Trello board
 - (b) reading the assigned material (as much as possible)
 - (c) coming with ideas pertaining to the tasks and decisions to be made
2. Each team member has the right to point out whether any of these rules are being broken.

Behavioral

1. The team will actively seek agreement based on the opinions of every member.
2. Each member will take turns listening as well as talking, and active listening will be a strategy for all team discussions.
3. Aggressive and dominating behavior is not acceptable.

Handling Disagreements

1. When disagreements arise, each member will be asked to describe the decision that is in the best interest of the client and project.
2. Attempt to choose of the suggested decisions by majority vote. Team members whose decision is not selected will work to support the selected decision.
3. If no decision described has a majority, try revising the options by repeating the first two steps, or contact your instructor.

By signing below, our team commits to one another, and to our instructor, that we put the needs of the project and client first and will adhere to the above guidelines.

Matthew Bizga

Sadman Sakib Hassan

Adam Boudraa

Kenny Luchau