# Team Contract

*A Team Contract is a document prepared by each team as part of the project initiation phase. Team members should be held accountable and responsible for their own actions. Your team will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your team to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of team members. This document is for your team so feel free to tailor it to your team’s needs.*

*Delete all shown in italics for your own contract.*

Project Team Name:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Team Member Name | Email | Phone |
| 1 | Utkrista Thapa Shrestha | sutkrista22@tbc.edu.np | 9840005325 |
| 2 | Aastha Dhital |  |  |
| 3 | Abinesh Acharya |  |  |
| 4 | Abhishek Kumar sah | sabhishek22@tbc.edu.np | 9809680739 |
| 5 | Sukriti Baryal |  |  |
| 6 | Sourav Subedi |  |  |
| 7 | Yi Zhang |  |  |

## A. Team Structure:

1. Leadership structure *(individual, individual with rotating leadership, shared)*:

Based on a democratic method of voting to choose the model of leadership structure, the team has decided to have an individual leadership structure so as to suit the vision, goals and representation of the team. Based on a decision made by the team, they had decided to appoint Utkrista Thapa Shrestha as the team leader. This was carried out after a lot of consideration of various debates on the leadership models including individual leadership, individual with rotating leadership, shared leadership and after a lot of consideration deliberation and listening to various pros,cons and challenges on the various team leadership models. Although there will be one leader, each member of the team will have power to contribute to many decisions and goals made by the team member. Each member will be tasked with ensuring that the group leader will work towards maintaining the team cohesion as well as team efficiency and tasked with distributing various roles for team members.

2. Decision-making policy *(by consensus? by majority vote?)*:

The decision will be made democratically where the majority will decide how to continue with the project and any major changes in the project should be brought before the team leader and the team members before making the changes. We will also seek input and advice from some of the teachers in the subject area to make effective and informed changes and decisions.

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

**Team Recorder:** will handle this responsibility. The primary duty

of the Team Recorder will be to maintain track of team activities, including evidence, collecting and

meeting attendance.

**Documentation Manager:** will assume responsibility for this

position. In addition to the tasks provided by the module teacher, he will oversee gathering

concerns from each team member, documenting the agendas, and sending them to the team leader.

**Maintainer of Team Activity:** Upholding team activities will fall under the preview of the team

leader as well. He will be expected to inform team members of impending meetings and other

events. Additionally, he will oversee the team in a meeting, adhering to the agenda.

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

The team meeting will be through various media like discords, google meets, and face-to-face meetings. The meeting time and day will remain fixed for the most part but can also change depending upon the cases or other aspects governing the schedule from the regular meeting schedule, if a different scenario is presented, we will also be doing different measures so that there is a proper channel of communication set up to bring consistency to the project and also maintain efficiency. The meeting places won't be constant and can differ to make it easier to attend the meetings and team collaboration will be trouble-free. The teaming project timeline is as follows:

Sunday : 7:00 PM - 8:30 PM (GMT+4:15a)

: Meeting medium : Physical

:Location- A1 , British College

Wednesday :

:

:

Friday : 8:00 PM - …. (GMT+…)

: Meeting medium : Online

5. Usual method of communication *(e.g., e-mail, WhatsApp, Discord, slack etc.)*:

Discord Link: https://discord.gg/4vQD4xd3

GitHub Link:

## B. Team Procedures:

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?)*:

The responsibilities given by the module tutor and gathering issues from each team member will fall within the preview of the Documentation Manager.

The agendas and the agendas will be set a day before the meeting so that the team members have sufficient time to prepare themselves for the team meetings. The team members will be notified about the meeting through discord and WhatsApp. Team leader will make sure that the team follows the agenda while meeting.

2. Method of record *keeping (Who will be responsible for recording and disseminating actions? How* and when will the actions be disseminated? Where will all agendas and actions be stored?):

The Team Leader will oversee documenting and distributing the agenda and activities. The

team leader will update the document and let the team members know if there are any

modifications or updates to the action. To provide team members enough time to consider and

implement the decisions taken, the team leader plans to distribute the actions 24 hours following the meeting.

The team leader will update Google Docs following each meeting with a synopsis of the decisions

and activities taken. Every team member will receive a link to the Google Docs, and they will be

informed by chat or email when the document has been updated. The document can be accessed

using the link given below.

This link will take you to the Google Docs document:

3. Procedures in the absence of a team member *(will the team meet with one member absent, or must all members be present?)*:

For a meeting there should be at least 5 members of the team available. If there are more than 2 members absent, the meeting will not be held, and the meeting would be rescheduled and would be held when there are at least 5 members who are available to attend the meeting and the rescheduled meeting should be held within one day of rescheduling.

## C. Team Participation:

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

Sustaining cooperation and fair task allocation is critical to maintaining productivity. A few effective strategies are:

* Idea sharing:

All the team members must share their plans and ideas about the project in every meeting.

* Clear Communication:

There will be collaboration with clear communication of the issues and requirements.

* Respect other's opinion:

All the members must respect other people's views as well as give explanation for the mistake.

7. Strategies for encouraging/including ideas from all team members *(team maintenance)*:

Encouraging all team members' ideas is necessary to ensure a creative and vibrant team atmosphere. Below are some strategies for ensuring active engagement:

* Open Channels:

Set open channels of communication so team members feel comfortable sharing their ideas at any time, such as a group document or chat forum.

* Brainstorming Sessions:

Conduct regular brainstorming sessions where all the ideas of each person are free to be expressed and listened to without criticism.

* Recognition:

Appreciate and acknowledge contributions from each member to keep them motivated.

* Role Rotation:

Rotate roles in tasks so that everyone has a chance to lead and bring unique ideas.

8. Strategies for keeping on task *(task maintenance)*:

a. Using Project Management Tools: To assign tasks to team members and monitor progress, Discord

and GitHub will be utilised as communication and project management tools.

b. Regular Communication: To keep everyone on the team informed about the project, frequent

team conferences will be conducted.

c. Working Schedule: To assist everyone stay on task and guarantee that projects are finished on

time, schedules for work or timelines for each assignment along with its deadline will be created.

d. Clear Task Definition: Ensure that each member of the team understands their unique

responsibilities and roles within the project. By providing precise definitions, everyone can stay on

task and prevent misunderstandings.

## D. Personal Accountability:

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

Personal Responsibility, participation and promptness shall be made the final benchmark to measuring the teams efficiency and team coordination. Every member will note that every member will be there during the meetings and also have to contribute during the brainstorming session as well as be engaged during the group discussion and every member should be on time in the attendance and note that they have good attendance and share various ideas so that the project is a success and hits the effectiveness threshold established by the team members.

The team collectively has set out that all the team members will be required to show up in each team meeting at the stated time. In as much as teamwork requires collaborative work, each team member should ensure punctuality and full involvement. The team has adopted an attendance policy minimum in which all team members shall provide a 80% guarantee. The member shall notify the team leader before taking leave with reason. All the members will have to uphold the golden standard of the team.

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

Each and every member of the team is expected to deliver the work assigned to them on time, and meeting deadlines with punctuality and to the best standard of the team. Each task will be maintained and ensured to be completed on the deadline by the team activity manager and the team leader. They will also ensure that each member gets the resources and support needed by them during the meeting. They and other team members are responsible for making the team be responsible, effective and function as a block. The team will also talk about some of the potential issues and challenges witnessed by team members. Each member should ensure that they complete the task within the given time frame and quality defined by the collective member.

3. Expected level of communication with other team members:

The members of the team will be approached through discord for planning the agenda that will assist in the thorough discussion for planning the agenda and the agendas will be deliberated through in-person meetings that will assist in getting a chance to conduct the thorough discussion and exchange of new ideas that assist in making the team as efficient as possible.

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

The team members need to show strong commitment to the team decisions and tasks that is a major part of the project's success. The entire team will support the decision as a group, be an active participant in the meeting/discussion and submit the task assigned within time and give preference to the team goals over individual time during the assigned time. By doing this, we will develop an environment of trust and togetherness that will lead us towards a positive and fruitful working experience.

## E. Consequences of breach of contract:

*What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?*

Our project team has made a decision to adopt some procedures and penalties that are strictly non-negotiable in case the team members decide to violate the team contract. They are outlined in the following bulletin points:

* Forewarning for absence

A strike system will be applied to the member who is repeatedly not fulfilling their part of responsibilities, like attending the official team meetings either online or offline. Team members will be asked to give a valid reason for missing it and all members must have an attendance rate of 80% or more.

* Removal of team member

In serious cases of no meeting attendance, no response on the part of the member and failing to fulfill their share of the project itself we came to the conclusion to expel the member who is crossing the line.

* Documentation and recording

The team will be delegated a significant member for the documentation task of the project like meeting schedules, working hours on the project and fortnightly progress checks of particular portion of the project objectives.

* Monitoring objectives

Weekly meetings throughout the project submission deadline period we will have for goals that are to be achieved that week on the project. Tracing goals and achievements is quite crucial for the upkeep of the project.

* Flexible scheduling

The project work time and project meetings have been selected and treated in a way that it does not damage our other modules and their exams. We also decided to keep in mind the fact that some of our friends have alternative class schedules and schedule our meetings accordingly.

* Divide and conquer

For the solution to the complex work of the project we have divided and assigned tasks to certain members to solve problems efficiently on time.

* Communication and support

As it is quite common that students suffer but do not state what they go through, we are going to take extra special care for this. Members would be encouraged to voice their issues during the project and we as a team would try to settle it in a professional manner.

## F. Certification by team members:

In appending your signatures below, you are stating that:

a) You participated in formulating the standards, roles, and procedures of this contract;

b) You have agreed to abide by these terms and conditions of this contract;

c) 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.

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| --- | --- | --- | --- |
| Name | Utkrista Thapa Shrestha |  |  |
| Signature |  | Date |  |
| Name | Aastha Dhital |  |  |
| Signature |  | Date |  |
| Name | Abinesh Acharya |  |  |
| Signature |  | Date |  |
|  |  |  |  |
| Name | Abhishek Kumar sah |  |  |
| Signature |  | Date |  |
| Name | Sukriti Baryal |  |  |
| Signature |  | Date |  |
| Name | Sourav Subedi |
| Signature |  | Date |  |
| Name | Yi Zhang |
| Signature |  | Date |  |

G. Acceptance of contract by tutor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |