**Team Contract**

*Teams are responsible to fill out any and all areas of the contract in blue below.*

**Team Name:** A21

**Team Member Names:**

| Ilija Trajkovski |  | Connor Palios |
| --- | --- | --- |
| Varon Rasiah |  | Tevin Mudalige |

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**1. Document Purpose**

The purpose of this team contract is to outline the standard operating practices and team norms of the above named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are agreed to by all team members as indicated by their signature at the end of the contract. Any amendments to the contract must be discussed and agreed to by all signing members. Failure to abide by the outlined standard operating practices of this contract could harm the team’s overall functioning and result in penalizing action as detailed in the contract.

**2. Rules and Regulations**

The team agrees to the following guidelines regarding general procedures, practices, and behaviors that are deemed acceptable.

1. **Expectations**
   1. ***Project Expectations***

* work collaboratively to surpass the expectations of all team members throughout the assignments and projects set
* distribute the load of contribution to the team evenly or however the team has discussed
* If you cannot complete your assigned commitment let the other team members know immediately or else you will be reported to bill
  1. ***Member Expectations***
* Every member of the team is expected to complete their reasonable portion of work to a high standard
* Members are expected to meet every week unless unable to with a reason provided.
  1. ***Role Expectations***
* Each member works together as an equal and roles and responsibilities will be discussed throughout the project regularly.
* A team leader may be assigned if necessary

1. **Communication**
   1. ***Communication Medium***

* Communication will be conducted through the utilization of iMessages, instagram and emails.
  1. ***Communication Timelines***
* Agreeable hours of communication delivery on weekdays is from 8am to 10pm and on weekends is 10am to 11pm
* The expected timetable of responding is within 12 hours on weekdays and 24 hours on weekends. However, when closer to the project due date, expect responses to be quicker and more punctual.
  1. ***Communication Code of Conduct***
* Respectful communication acknowledging each individual's perspectives and understandings. Code of conduct consists of remaining professional regardless of the situation and prioritizing helping one another leading to a better group and surrounding environment.

1. **Team Meetings**
   1. ***Scheduling***

* Tuesday 1pm - 2pm is the agreed upon time where all group members are able to meet together and discuss ways in which the current assignment can be completed, however, due to scheduling overlapping, some members will not be able to fully attend all sessions. However, every second week, these meetings will be extended. However, on other days agreed on by the group, there will be other meetings with 2 or 3 members of the group to come together and continue working on the project. Unless a valid reason is given, each member is expected to attend at least 2 sessions a week, equivalent to around 3 hours in total.
  1. ***Involvement***
* In team meetings, when any major decision about a project is made, all members must be given the chance to give their input and put forth an idea, and unless something is immediately agreed upon by all members, a vote will be held to decide on the best course of action in the best interest of the group.
* Each team member is expected to attend all meetings, unless a valid reason is given prior, and contribute their ideas towards the project, helping the team reach their shared goal.
  1. ***Attendance & Notice***
* As said in the above section, it is already known that all members will not be able to attend all group meeting sessions, however, the group has agreed that multiple sessions a week will be organised so that each member will be able to make at least one or two of the meetings. Furthermore, if a member of the group is unable to make the meeting, will be late or must leave early, prior notice must be given to the group, at least 24 hours in advance so that any necessary adjustments can be made.
* If a member is absent for a meeting, they must catch up with the rest of the group, either in person or in the group chat as soon as possible so that they are aware of what they are expected to contribute to the group assignment for the week. If absent without any excuse or prior notice, a strike system will be implemented. On the first strike, just a warning will be issued, on the second strike..(Refer to section F)

1. **Team Conflict & Decision Making**
   1. ***Conflict Code of Conduct***

* When disagreements arise, it is required for all team members to contribute to forming the best solution available through respecting the opinions made by others, leading to the formation of a new process/ solution. This will require each individual to prioritise listening to one another leading to the best output.
  1. ***Initial Conflict & Conflict Escalation***
* In the case of a conflict, each member should take the necessary time to reevaluate their decisions and opinions then re-discuss with the other team members in a respectful and constructive way.
* If a conflict cannot be resolved members should discuss with project manager and come to an agreement

*\*If this individual is external to the team, their signature is also required to acknowledge they understand their role as an impartial judge within a conflict situation.*

* 1. ***Decision-Making***
* The team should work together to come to a decision and not be mostly decided by one or two people.
* In the case of sub-groups, they should keep the rest of the team informed of their decisions through any form of communication.
* If a decision cannot be agreed upon ask the project manager for advice or utilise a method to finalise the decision such as a vote.

1. **Stress Management**
   1. ***Monitoring & Assistance***

* Any necessary assistance should be taken up and posted in the group chat, also make sure the group is using all resources granted for assistance if needed, such as reaching out to a demonstrator directly during practical sessions, and emailing relevant lecturers if needed as well.
* If any individual of the team is struggling with the allocated workload, reach out to the other group members to discuss possible resolutions and options. An immediate solution for the situation would be sourced with every group member’s input leading to these changes being implemented.
  1. ***Resources***
* Usage of google drive for the already available resources or any messaging service for that matter to get in touch.

1. **Contract Code of Conduct**
   1. ***Contract Breaches***

* A breach of contract would be handled in terms of a penalty system based on a strike system. With a maximum number of 3 strikes given to each member in the team.
* The exceeding of the strike limit would result in the other group member having to report the member of interest to the demonstrator if the situation requires it.
  1. ***Penalties***
* Contract breaches would be handled in terms of a strike based penalty system as mentioned. Where a first strike acts as a simple warning.
* From the second strike onwards, the member on the receiving end of the strike would be required to provide a formal apology and reasoning to his/her actions.
* The third strike would require both a formal apology and reasoning as to the cause of the breach and the lunch would have to be provided to other team members as compensation during the next meetup.
* Strikes would be reset every 4 weeks.

**3. Declaration**

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

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Team Member Signature Date

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Team Member Signature Date

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Team Member Signature Date