Team Contract for MOT123a course
*Content adjusted from the original for the purposes of the MOT123a course
Teams are responsible to fill out any and all areas of the contract in blue below.

Team Name: Group 21

Team Member Names:

Yuxiao Ma	Tom Vermaat
Mochammad Miftahul Fahmi	
Marie-Anne de Gier	

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 behaviours that are deemed acceptable.

A. Expectations

i. Project Expectations
- The team is happy if we get an 8/10. But we want to work as good as possible.
- We aim to distribute the work equally. We will divide the work more extensively when the project has started.
- Be respectful of copyright, be mindful in using ChatGPT (don't just copy paste, check if contents are correct with references, etc.).

ii. Member Expectations
- If we have difficulties, we discuss it with each other. It is okay to not understand something, not okay to not put in effort.
- We want to use references, deliver high quality work, diligence is appreciated.
- We will give each other feedback often.

iii. Role Expectations
- We want to switch the group roles based on intermediate deadlines we will make once we have more details about the group project.

Suggested Role:

- **Facilitator**: Manages the group by helping to ensure that the group stays on task, is focused, and that there is room for everyone in the conversation during the meeting, lead the consensus-building process (helps group members come to a common conclusion).
- **Task manager**: Keeps a record of those who were in the group, keeps meeting on time, and keeps track of interim and final deadlines. The recorder also records critical points from the small group's discussion along with findings or answers. Writes up key action items based on reflector; follows up to ensure work is being done on time.
- **Content quality manager(s):** review the content that report/course criteria are met, consolidate content, go to the teaching team for questions related to your work.
- **Contributor(s):** contributes to content, support to tasks, substitutes other role when necessary, and contributes to team-work dynamics.

B. Communication

i. *Communication Medium*
- We use Whatsapp for informal updates and the planning of meetings.
- We use Teams for uploading files and content updates on the project.
- We make to dos in Teams to keep track of our progress.

ii. *Communication Timelines*
- We can send each other updates whenever (all hours are okay, weekends are fine as well).
- Response is expected within a day during the week and working hours.

iii. *Communication Code of Conduct*
- Informal communication within the team is good.
- If not urgent, chatting is preferred over calling.
- Let the group know in advance if you are not available to respond.

iv. *Document Sharing and Storage*
- We use Teams to share documents.
- Let a team member know in advance if you want to make changes or use comments/track changes.

C. Team Meetings
i. *Scheduling*
- We will schedule at least one meeting per week to discuss our progress. More if needed for a deadline.
- Our meetings will be between 9-18h during the week.

ii. *Involvement*
- We aim for everyone to be present at a meeting (physically or online).
- If you can't be there:
  - Read the meeting notes.
  - Agree with meeting decisions (be there for decision-making)
- Up to the facilitator to say what needs to be prepared/done/read in advance.

iii. *Attendance & Notice*
- Everyone aims to be on time and be at the meetings.
- Explain why you are late or cannot attend.
- We expect meetings to be
  - 1h for updates

o 3h for working sessions.

D. Team Conflict & Decision Making

i. *Conflict Code of Conduct*
- We vote if we disagree.
- We listen to the person with the most knowledge (familiar, previous experience, etc.)
- We mostly have discussions about whether something is important.

ii. *Initial Conflict & Conflict Escalation*
- If we have conflict, we try to resolve it in a team meeting.
- If we have conflict, we cannot resolve ourselves, we discuss it with the TA.

iii. *Decision-Making*
- We use team meetings for major decisions.
- If there are distinct tasks in the group assignment, we will split up into smaller groups. These groups can make their own decisions but discuss updates with the rest.

E. Stress Management

i. *Monitoring & Assistance*
- Communicate if we cannot make deadlines.
- We don't rush each other; we will keep intermediate deadlines, so we don't need to do last minute things.

ii. *Resources*
- We can do online meetings if it's more convenient.
- Lunch meetings to make it more fun with snacks.
- Each team member helps others.

F. Contract Code of Conduct

i. *Contract Breaches*
- Have team meeting with feedback to understand each other.

3. Declaration

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

_____   25/04/2024
Team Member Signature   Date

M. Miftahul Fahmi_____   _25 April 2024_____
Team Member Signature   Date

___   25/04/2024
Team Member Signature   Date

_____

Team Member Signature

28/04/2024

Date