**Deliverable 1 - The Just-in-Case Something Goes Amiss**

Working Practices Contract SYST28951

***Please negotiate, sign, and submit a word version to the SLATE dropbox. Select a name for your group.***

**The integrity of submitted work is the responsibility of all group members.**

**Please note that if cheating is discovered in a group assignment each member will be charged with a cheating offense regardless of their involvement in the offense. Each member will receive the appropriate sanction based on their individual academic honesty history.**

**Please ensure that you understand the importance of academic honesty. Each member of the group is responsible to ensure the academic integrity of the submitted work, not just their own part. When submitting a deliverable, the grade is assigned to each student whose name appears on the submission. If you did not contribute, do not sign your name to the work.**

**For further information read Academic Honesty Policy on AccessSheridan or email the Program Support Specialist.**

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| Team Member Names (Please Print) | Signatures | Student ID |
| Project Leader: Steven Bongam Kebila Lyonga |  | 991569077 |
| Vali Mohammad |  | 991589723 |
| Arashdeep Singh |  | 991590967 |
| Zawad Hossain |  | 991853646 |

By signing this contract we acknowledge having read the Sheridan Academic Honesty Policy as well as the above conditions.

**Group Name: GROUP 6**

**Responsibilities of the Project Leader include:**

* Assigning tasks to other team members, including self, in a fair and equitable manner.
* Ensuring work is completed with accuracy, completeness and timeliness.
* Planning for task completion to ensure timelines are met
* Any other duties as deemed necessary for project completion

What we will do if . . .

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| **Scenario** | **Accepted**  **Y/N**  **+ initial** | **We agree to do the following** |
| Team member does not deliver component on time due to severe illness or extreme personal problem | Y  SK  VM  AS  ZH | a) Team absorbs workload temporarily \_✔\_  b) Team seeks advice from professor \_\_  c) Team shifts target date if possible \_\_  d) Other: |
| Team member cannot deliver component on time due to lack of ability | Y  SK  VM  AS  ZH | a) Team reassigns component \_\_  b) Team helps member \_✔\_  c) Team member must ask professor for reference material \_\_  d) Other: |
| Team member does not deliver component on time due to lack of effort | Y  SK  VM  AS  ZH | a) Team absorbs workload \_\_  b) Team "fires" team member by not permitting his/her name on submission \_\_  c) Other: Team leader gives warning for first time then fires him/her for second time\_\_✔\_\_ |

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| **Scenario** | **Accepted**  **Y/N**  **+ initial** | **We agree to do the following** |
| Team member does not attend team meeting | Y  SK  VM  AS  ZH | a) Team proceeds without him/her and will assign work to the absent member \_✔\_  b) Team doesn't proceed and records team member's absence \_\_  c) Team proceeds for that meeting but "fires" member after \_\_ occurrences \_\_ |
| A piece of production equipment fails such as a laptop | Y  SK  VM  AS  ZH | a) Backup copies will be made and kept with the group leader\_\_  b) GitHub or similar source control will be used \_✔\_    c) Other: |
| An unforeseen constraint occurs after the deliverable has been allocated and scheduled (a surprise test or assignment) | Y  SK  VM  AS  ZH | a) Team meets and reschedules deliverable \_\_  b) Team will cope with constraint \_✔\_  c) Other: |
| Team cannot achieve consensus leaving one member feeling "railroaded", "ignored", or "frustrated" with a decision which affects all parties | Y  SK  VM  AS  ZH | a) Team agrees to abide by majority vote \_✔\_  b) Team flips coin \_\_  c) Other: |
| Team members do not share expectations for grade desired | Y  SK  VM  AS  ZH | a) Team will elect one person as "standards-bearer" who has the right to ask that work be redone \_\_  b) Team votes on each submission's quality \_✔\_  c) Team will ask for individual marking and will identify sections by author \_\_  d) Other: |

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| **Scenario** | **Accepted**  **Y/N**  **+ initial** | **We agree to do the following** |
| Team member behaves in an unprofessional manner by being rude or uncooperative | Y  SK  VM  AS  ZH | a) Team attempts to resolve the issue by airing the problem at team meeting \_\_  b) Team requests meeting with professor to problem-solve \_\_  c) Team ignores behaviour \_\_  d) Team agrees to avoid use of all vocabulary inappropriate to the business setting \_✔\_ |
| There is a dominant team member who is content to make all decisions on the team's behalf leaving some team members feeling like subordinates rather than equal members | Y  SK  VM  AS  ZH | a) Team will actively solicit consensus on all decisions which affect project direction by asking for each member's decision and vote \_\_  b) Team will express subordination feelings and attempt to resolve issue \_✔\_  c) Other: |
| Team has a member who refuses to participate in decision making but complains to others that s/he wasn't consulted | Y  SK  VM  AS  ZH | a) Team forces decision sharing by routinely voting on all issues \_\_  b) Team routinely checks with each other about perceived roles \_\_  c) Team discusses the matter at team meeting \_✔\_ |