**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) \_\_\_Aaron Flager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_Josh Garnick\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_Patrick Bailey\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Slack (text, video, audio), e-mail, cell phone.

1. List the contact information you will be using:

Aaron: cell = (541)337-6056, email = aaron.flager@gmail.com

Josh: cell = (541) 736-6139, email = garnick.josh@gmail.com

Patrick: cell = (360) 507-1054, email = patrickbailey13@gmail.com

1. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

Majority vote.

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? What will be done to keep the team on track during a meeting?):

Github “Issues” to manage what tasks need to be accomplished. Once a week meeting to discuss tasks. Patrick will set and record the agenda for weekly meetings as well as keep us on track.

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Patrick will record what is discussed and agreed to during meetings. Github “Issues” serves as our repository of what is to be addressed.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

Github. All members are responsible for keeping up-to-date resources, but with pull request reviews required by at least one member.

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

The expectation is a high standard of quality, with care and concern taken to be accurate and effective with our presentations and projects.

* 1. **Strategies** to fulfill these standards:

Accomplishing tasks in a timely manner, with communication established 24 hours in advance if a deadline is expected to be a problem.

**Team Participation**

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

Address task distribution during weekly meetings. If any individual member is concerned about their workload they may request we redistribute the tasks.

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

Everyone gets time to talk during weekly meeting. Brainstorming will allow for “no bad ideas” phase to allow for any ideas to come to light.

1. Strategies for keeping on task (task maintenance):

Github “Issues” for following what needs to be accomplished. These can establish deadlines, etc.

1. Preferences for leadership (informal, formal, individual, shared):

Shared.

**Personal Accountability**

1. Expected individual attendance and participation:

Everyone will dialogue once a week during weekly meeting. If individual attendance isn't an option then video chat will attempt to be utilized. If that still won't work, then it's the individual missing the meeting's responsibility to get caught up on what was missed.

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

Each person is individually responsible for what they've agreed to do. If a deadline wont be met then the participant should provide 24 hours notice if possible.

1. Expected level of communication with other team members:

Minimum of weekly. Likely more frequent than weekly as needs arise, via Slack etc.

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

Full commitment.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Stay realistic. Establish communication between the group. Have a meeting, let the person who had the infraction speak first. Determine as a group how to proceed from there.

1. Describe what your team will do **if the infractions continue**:

If the person who had the infraction is unwilling to communicate or change how they're acting then we work with LCC faculty to determine consequences.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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