Team Contract

# Team Name

*Give your team a name (and, if needed, a short nickname that is easy to type)*

# Team Members

*Lin Student, ed@email.com*

*Mary Student, mary@email.com*

*Joe Student, joe@email.com*

*Rachel Student, rachek@email.com*

*Karen Student, karen@email.com*

# All team members must be in either IS 4300 or CS 5340. Teams cannot be mixed.

# Designated Roles

*Lin will manage the team for the first two weeks, arranging meetings, setting agendas, etc.*

*Each assignment will have an appointed expert who will be thoroughly acquainted with the assignment task and supporting reading.*

*Karen will keep all the wall charts and other materials in her office.*

*Rachel will bring food to team meetings.*

*Joe will tell jokes.*

# Communication Methods

*We’ll use email for routine business, texts and phone calls for fast response.*

*Phone numbers:*

*Member1 412 555-1234*

*Member2 617 555-1234*

*Member3 508 555-1234*

*Member4 412 555-2341*

*Member5 617 555-2341*

# Coding

*We will code our interface in [what language]. All team members have sufficient programming expertise in this language so that if the team is forced to split, they will be able to continue the project in that language.*

# Meeting Logistics

*We will meet every Thursday at 10:00-12:00 using [what platform]. Team documents will be stored [how?]*

*If needed, we’ll continue the Thursday meeting through lunch, stopping by 15:00.*

# Desirable Behaviors

*Come to meetings on time.*

*Share work fairly.*

*Be in class for the interactive exercises that we work on as a team.*

# Acknowledgements

*We talked with [x] about our team*