

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.

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

Group Name: _____ **DRAM (Diya, Ranvir, Abhinav, Manan)** _____

Team Member Names (Please Print)	Signatures	Student ID
Project Leader: Manan Pathak	Manan Pathak	991583389
Ranvir Singh	Ranvir Singh	991575494
Abhinav Kumar Girdhar	Abhinav Kumar Girdhar	991589457
Diya Chauhan	Diya Chauhan	991590139

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 . . .

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	a), b)	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	a), b)	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	a)	a) Team absorbs workload ____ b) Team "fires" team member by not permitting his/her name on submission ____ c) Other:

Scenario	Accepted Y/N + initial	We agree to do the following
Team member does not attend team meeting	a)	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	a) c)	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)	a)	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	a)	a) Team agrees to abide by majority vote ____ b) Team flips coin ____ c) Other:
Team members do not share expectations for grade desired	b), c)	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:

Scenario	Accepted Y/N + initial	We agree to do the following
Team member behaves in an unprofessional manner by being rude or uncooperative	a)	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	a)	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	b)	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 ____