Team Contract

Parties of the Contract

This contract is made between the following students:
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And
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And
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Course

This contract is made for the purpose of completing the team project in the course *Software Design* (XB_40007) which is to be handed in as described in the *Team project guide* on Canvas.

Goal of Project

The goals of the project are as follows:
- Complete the assignments and final submission in a timely manner. Achieving this goal means we shouldn't be waiting until the day before the deadline to work on the assignment. Ideally, the bulk of the work for the deadlines is done 48 hours before the deadline, and the 48 hours before the deadline are left for final touches.
- Passing the "good" grading rubrics from the Team project guidelines.
- Completing the project in a way that, to all team members, is productive (e.g. not wasting a significant amount of each other's time, learning from the project with regards to the course objective i.e. doing things the right way), and fair (e.g. treating team members justful and equal, making sure team members contribute equally).

Distribution of Work

Work in the project is distributed as follows between the students:
- Defining the work itself (e.g. defining feature stories) can be done collaboratively, as a big group discussion. Contributions from all team members are valuable here.
- At each team meeting (and additionally, online whenever required), the team discusses which team member is going to do which part of the work. Team members are expected to take initiative in picking the work they'd like to work on most, or they think they are more suited for. For example, some students may prefer writing feature stories and UML diagrams rather than writing Java code.
- Team members log how much time a task took in the Time log. If a team member finished their task sooner than they were expecting to, they should bring this up with the team, so that other team members can help the team member figure out what task they can help with.

Expectations

All members of the team are expected to:
- Meet their deadlines, or notify the rest of the team in a timely manner if they cannot
- Notify the rest of the team if they cannot show up to a meeting
- Provide honest, productive and qualitative feedback on work from other team members
- Be prepared to help other team members with their work when necessary
- Speak their minds and bring up problems and concerns as early as possible, so that the team can work together on addressing them
- Communicate candidly but respectfully

Meetings

The team will meet up at least once a week to make sure that everyone is on the same page and in sync. This meeting does not have a fixed time - the team members decide on when they'll meet based on their schedule/availability and the items they plan to discuss during the meeting. We have opted for unspecific meeting times because we value flexibility and are all following different combinations of other courses, making it difficult to plan a set time where everyone will be available every week.

Meetings can be between 1 and 3 hours, depending on what is to be discussed.

Disputes

Disputes regarding the following matters are resolved in the following manners:
- *Work load*
    - The team makes an effort to listen to the concerns of the disputing member.
    - If the team members agree, the workload is appropriately adjusted.
    - If the team members don't agree, they make an effort to convince the disputing team member of what they believe to be the appropriate workload. If the team member still disagrees after this, the TA is involved.
- *Quality of work*
    - The team makes an effort to listen to the concerns of the disputing member. If the team members agree, the team discusses with the member who provided the low quality work. The team asks them if they were aware of the quality issues, whether there's any specific reason for the issues, and how the team can help the team member provide quality work.
- *Meetings are not attended/arrived at too late*
    - Before a dispute is even raised, we expect team members to notify the team if they are going to miss a meeting or be late. If a team member missed a meeting or is significantly/consistently late without explanation, the team will ask them to notify us more often.
    - If a team member is consistently missing meetings or arriving late but notifying the team, the team member can ask them to try arriving earlier or ask them why they consistently run late.
- *Academic fraud*
    - The team meets up for a discussion to discuss whether the problem at hand could be considered academic fraud. If any single person is unsure, the TA is contacted regarding the matter.
- *Disagreement with team decision*
    - If a single team member disagrees with the decision of the team, they should address this candidly. If a resolution cannot be achieved, the TA is involved.

# Unequal Contributions

Where the team determines that the contributions of the parties have not been equal, the team may ask the team member with lower contributions to correct the difference by improving the quality of their work, aiding other team members with their work, or take on an additional task. When considering the contributions of team members, we keep in mind that contributions don't necessarily have to be work that's included in the final assignment. For example, working on a potential solution that failed could still be considered a contribution because the feasibility was explored and there are still things to be learned from the process.

If the team member disagrees or is unable to correct the difference, the team will discuss the reason for this and see if there are any possible solutions. If there are not, the TA may be involved.

Signatures

M. Z. Y. Ali (Zain)

J. D. Bose (Joachim)

M. D. Vlachopoulos (Márkó)

A. Obeid (Ammar)

[This contract is adapted from *Davies, W. M. Groupwork as a form of assessment: common problems and recommended solutions. **58**, 563–584 (2009).*]