**CNIT 182 Team Contract for Team No. \_\_\_\_\_\_\_\_\_**

The success of the group will depend on the cooperation and professionalism of its members. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done; how to find information; how to assess information; how to share the workload; and how to resolve interpersonal conflicts that might arise.

Effective collaboration includes, but is not limited to:

* Participating fully (in spirit and actuality).
  + Successful team performance depends on personal/individual accountability.
* Participating professionally (i.e., civil discourse; abiding by the rules of academic honesty)
* Meeting responsibilities (i.e., completing assigned tasks on time and to the best of your ability)
* Owning the consequences of not abiding by the group’s rules.
* Giving group members appropriate credit where due, and not giving credit where it isn’t due

After reading through this document, each member needs to initial each item and then sign the document at the end. Once signed by all team members, please upload a scanned copy (one per team) onto Brightspace by September 9th. If you disagree with these rules, then as a group amend them. They must, however, be approved by the instructor.

**Describe here your team procedures:**

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| --- |
| Day(s), time(s) and place(s) for regular meetings; preferred method of communication (e.g., GroupMe, WhatsApp, etc.); case software tool (e.g., Visual Paradigm, draw.io, etc.); division of labor (e.g., who is doing what task, who is the project manager for each milestone); internal deadlines for submitting individual contributions. |

**Establish team expectations and consequences for failing procedures:**

1. Each group member agrees to show up for in-class time for milestone teamwork, and to outside group meetings.

Initials:

1. A group member who is absent to group meetings or to in-class time for milestone teamwork more than \_\_\_\_\_times, then their name will not be included in the submission. This will result in that team member getting a zero on that specific milestone.

Initials:

1. If a team member does not submit their portion of the work for a specific milestone, then their name will not be included in the submission. This will result in that team member getting a zero on that specific milestone.

Initials:

1. A group member who doesn’t contribute with the submission more than \_\_\_\_\_ times, will be dismissed from the group.

Initials:

1. If a member submits plagiarized material and/or cheats, the group agrees to bring this to the instructor’s attention immediately.

Initials:

1. Members agree to treat one another with respect. Respect includes not resorting to name-calling. If you don’t like an idea, address the idea, not the person (for example, “I don’t think that idea will work because…” not “That is stupid” or “You are stupid for suggesting that…”). In the event that a group member treats someone inappropriately, the group agrees to bring this to the instructor’s attention immediately.

Initials:

1. In the event that a group member or members are dominating the group, it is the project manager’s job to politely interrupt them (this is when you can interrupt) and ask that someone else speak.

Initials:

1. Other rules that the group would like to add:

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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 suffer the consequences as stated in this contract.*

1) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_

2) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_

3) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_

4) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_

5) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_

6) name/signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_