

## CMSI 1010 FINAL PROJECT TEAM CONTRACTS

**OBJECTIVE:** To prepare you for teamwork in the real world, you will work in teams to complete the collaborative project. To accelerate your team's development, a team contract is generated to establish procedures and roles to move the team more quickly into the performing stage. This process of generating a team contract can help jump-start a group's collaborative efforts by immediately focusing the team members on a definite task. The group members must communicate and negotiate to identify the quality of work they all wish to achieve, and the level of group participation and individual accountability they all feel comfortable with.

**TASK:** As a team complete the team contract template below. You may add any extra sections to your contract if you feel the need for establishing team procedures, identifying expectations, and specifying the consequences for failing to follow these procedures and fulfill these expectations. To reduce the possibility for team conflict, make your contract as specific as possible.

### TEAM CONTRACT TEMPLATE

GitHub Team Name: RAA

#### TEAM PROCEDURES

1. Day, time, and platform for regular team meetings:

Monday afternoons in person.

2. Preferred method of communication (e.g., e-mail, text, Slack) in order to inform each other of team meetings, announcement, updates, reminders, problems and etc.:

Text

3. Decision-making policy (by consensus? by majority vote?):

By majority unless a member is adamantly opposed.

4. Who will be the team **manager**? The manager will be responsible for setting up and following the meeting agendas. How and when will the manager notify/remind the team members? How will they keep the team on track during a meeting?

Addy will be the team manager. She will notify about the meeting agendas through text message. She will keep the group on track by providing a clear plan and goal.

5. Who will be the **secretary** of the team? The secretary will be responsible for recording & disseminating minutes. How & when will the minutes be disseminated? Where will all agendas & minutes be kept?

Ray will be the secretary, the minutes will be shared through text message, in addition to the agendas.

6. Who will be the team **checker**? The checker will ensure the team is in compliance with all the assignment requirements and tests the code before accepting pull requests. When and how will they submit the deliverables and notify the team of the submission status. How and when will they notify the team (who gets notified?) if there are issues with the pushed code?

Allison is going to be the checker, she will notify the team of any issues through text or during the weekly meeting. She will check the pushed code to submit every other day.

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#### TEAM EXPECTATIONS

##### Work Quality

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual coding, preparation of drafts, and etc.):

Clear and concise and the best that we can do.

2. Strategies to fulfill these standards. Some resources may include, LMU ARC writing center, ChatGPT feedback on coding style and/or bugs, peer reviews and etc.:

Peer review, TA, ChatGPT feedback

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#### TEAM PARTICIPATION

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

Discuss tasks before starting and distribute them.

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

Ask the group to check after you push code, and before making big decisions.

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

Check-ins once a week

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

Informal, work and make decisions collaboratively

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#### PERSONAL ACCOUNTABILITY

1. We agree to attendance, punctuality, and participation at all team meetings.
2. We agree to the responsibility for fulfilling team assignments, timelines, and deadlines.
3. We agree to open and transparent communication with other team members.
4. We agree to commit to team decisions and tasks.

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#### CONSEQUENCES FOR FAILING TO FOLLOW PROCEDURES AND FULFILL EXPECTATIONS

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

Discuss issues with the group first and if they persist then bring it up with Dr. Yazdansepas.

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

Bring the issue to Dr. Yazdansepas and reflect the problem on the peer evaluation grades.

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- a) I participated in formulating the standards, roles, and procedures as stated in this contract.
- b) I understand that I am obligated to abide by these terms and conditions.
- c) I understand that if I do not abide by these terms and conditions, I will accept the consequences as stated in this contract.

| Team Member's Name | Team Member's Signature |
|--------------------|-------------------------|
| Addy               | Adrienne Yahiro         |
| Allison            | Allison Brusco          |
| Ray                | Ravonne Clemons         |

