

Team Contract

M1 Deliverable

Due: September 20, 2024

Team Member Information

Name	Contact Information
Krish Patel	Mac Email: patek74@mcmaster.ca Discord: gpcgr
Rafey Malik	Mac Email: malika87@mcmaster.ca Discord: rafey1800
Shazim Rahman	Mac Email: rahmas73@mcmaster.ca Discord: bobdingo2166
Mohamad-Hassan Bahsoun	Mac Email: bahsounm@mcmaster.ca , Discord: dreamon887
Muhammad Jawad	Mac Email: jawadm1@mcmaster.ca Discord: jawadsalwati

Ground Rules and Expectations

The Ground Rules and Expectations outlined below have been agreed upon to ensure our teams success

1. Attendance To All Group Meetings
 - a. All members must attend any meetings we plan
 - b. If a member is not able to make it they need to give a notice before the meeting
2. Meeting Preparation
 - a. 15 minute meeting will take place a day prior to the 50 minute work period we will have
 - b. These will happen once a week (during tutorials), but may change as the course progresses (i.e. occur more frequently)
3. Quality of Work
 - a. All individual work must be peer reviewed by another member of the group
 - b. All final submissions must be reviewed and agreed upon by the group

4. Communication
 - a. How will we contact each other?
 - i. Discord
 - b. When will we contact each other?
 - i. Whenever the need arises
 - ii. 1 day prior to Group meetings/Tutorials
 - iii. During the 2 day period before submissions to review deliverables
5. Task Deadlines
 - a. All deadlines must be completed by group agreed deadlines
 - b. Group agreed deadline: two days before actual due dates of the deliverables
6. Decision-Making
 - a. Decisions will be made by taking the groups consensus
 - b. If a decision cannot be made we will pick a mediator to help decide
 - c. Mediator - Team Lead
7. Role Rotation
 - a. Every member will have a role/responsibility, but to allow for fairness, and to allow members to try different things
 - b. If all members like their current roles and responsibilities then they can remain the same

Roles, Responsibilities, and Task Assignment

Team Lead

- Name: Mohamad-Hassan Bahsoun
- Task: Responsible for organizing meetings, ensuring task completion, and acting as the mediator

Researcher

- Name: Rafey Malik
- Task: Responsible for collecting all necessary data and materials.

Editor

- Name: Krish Patel
- Task: Responsible for reviewing all project content for accuracy and consistency.

Designer

- Name: Muhammad Jawad
- Task: Responsible for creating visuals and the project presentation layout.

Task Manager

- Name: Shazim Rahman

- Task: Responsible for monitoring task completion and updating progress.

Procedure for Addressing Issues

Identify the Issue

- Any member that has an issue should bring it up with the group as soon as they possibly can

Discuss the issue

- The group will hear the issue and discuss their thoughts and opinions on the matter

Coming up with a Plan

- The group will come up with plan to resolve the issue
- We will brainstorm possible solutions and make a decision on which is the best course of action

Procedure for Peer Feedback

Feedback Timeline

- Feedback will be given every meeting by initiating a quick conversation with the group, Where everyone can freely voice any concerns they have

Feedback Guideline

- The feedback given will focus on project related contributions
- We will avoid personal attacks by using words like, "I Feel..." or structuring the feedback to be as a whole for the group instead of pointing out an individual

Handling any Disagreements

- If any disagreements come up the mediator will then be involved in helping resolve the issue

Signatures of Agreement

We as Group 37 understand and agree to the terms and expectations of this Team Contract

Name	Signature	Date
Krish Patel	<i>Krish Patel</i>	17/9/2024
Rafey Malik	<i>Rafey Malik</i>	17/9/2024
Shazim Rahman	<i>Shazim Rahman</i>	17/9/2024
Mohamad-Hassan Bahsoun	<i>Mohamad-Hassan Bahsoun</i>	17/9/2024
Muhammad Jawad	<i>Muhammad Jawad</i>	17/9/2024

Project Sign-Off

Each member of Group 37 believes that all members will contribute as expected and should earn the project's group grade

Name	Signature	Date
Krish Patel	<i>Krish Patel</i>	8/12/2024
Rafey Malik	<i>Rafey Malik</i>	8/12/2024
Shazim Rahman	<i>Shazim Rahman</i>	8/12/2024
Mohamad-Hassan Bahsoun	<i>Mohamad-Hassan Bahsoun</i>	8/12/2024
Muhammad Jawad	<i>Muhammad Jawad</i>	8/12/2024