# Team Contract

This is a Team Contract for BSc (Hons) Computing Project Management. This contract will truly empower the core team and demonstrate how it will simplify project tracking and progress reporting. This contract will be the main tool that our team will use to link project research, project planning and project execution. The contract will include our own rules of engagement that will be used as a disciplinary measure to bind and keep our team members working as a team.

Project Team Name: The Influencers

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|  | Team Member Name | Email | Phone |
| 1 | Bijay Giri | [bijaygiri620@gmail.com](mailto:bijaygiri620@gmail.com) | +977-9848996984 |
| 2 | Dipesh B.C. | [bcdipeshwork@gmail.com](mailto:bcdipeshwork@gmail.com) | +977-9861591162 |
| 3 | Kadamber Verma | [kadamberverma@gmail.com](mailto:kadamberverma@gmail.com) | +977-9804591347 |
| 4 | Rajbir Chand | rajbirchand.rc@gmail.com | +977-9802993399 |
| 5 | Sushant Tiwari | sushantteewary4@gmail.com | +977-9843563556 |

## A. Team Structure:

1. Leadership structure (individual, individual with rotating leadership, shared):

We have decided to go with the rotating leadership in which the designation keeps rotating between team members in a weekly basis. The main objective for doing this kind of leadership cycling is to give every individual in the team their personal space for showcasing their leadership qualities and equally contributing towards the team goals. Which in result removes the barricade of individual thinking. This in return will help in keeping all the members of the team self-motivated as everyone gets equal opportunity to lead the team according to their perspective.

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

We as a team have decided to go with the majority voting system. If in the case of an event in which our team fails to agree on a decision, the team leader at that time will make the final decision.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

We have decided to assign this responsibility to one of our already experienced member “Rajbir Chand” who is already managing the same responsibility in a company outside.

4. Day, time, and place for regular team meetings:

The venue for the group meetings has been decided to be held at the study room in the college library itself by consensus agreement between our group members. The timing is as mentioned below:

Monday (11:30-12:30), Tuesday (11:30-12:30), Saturday (9-10)

5. Usual method of communication (e.g., e-mail, slack etc.):

In order to establish a fluent communication and data sharing between members of our team we are using the recommended applications such as Slack, Trello and e-mail which was suggested by our tutor “Mr. Rohit Pandey”.

## B. Team Procedures:

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting?):

We as a team have assigned this responsibility to our dear member “Rajbir Chand”. He will be the one responsible for setting up the meeting agendas as well as the location for it to be held. He will also be responsible for informing every team member prior to the meeting through our communication medium Slack and Trello.

2. Method of record keeping (Who will be responsible for recording and disseminating actions? How and when will the actions be disseminated? Where will all agendas and actions be stored?):

Record keeping will be done using the minutes accumulated after each team meeting. The minutes will be used as a note in Slack. The collection of those minutes will go consistent through Slack too.

3. Procedures in the absence of a team member (will the team meet with one member absent, or must all members be present?):

In case of any team member being absent during the meetings. We have decided to send a minute that will include the main points discussed during the meeting to the absent member through the medium of slack and e-mail.

## C. Team Participation:

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

When it comes to group projects the best way to ensure cooperation is by not overloading work on other members and this could be done by assuring and assigning the appropriate work to the appropriate member of the team having that particular set of skills for that particular task, as this will not allow the members to be pressurised and will work in harmony.

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

We will all submit ideas to the group and make a general agreement on which one we like best. Also, each team member will be asked for their input at each team meeting.

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

We will be using Microsoft Project as it is a very useful and the recommended tool from our tutor to assist in the management of multiple tasks being completed simultaneously. We will construct a project Gantt chart for us to use as a management tool for the semester. Additionally, our team will have an agenda for each meeting, which we will strictly adhere to keep our efficiency during team meetings and minimize falling off task. Our meetings will be strategically timed for the certain task and our goal will be to finish within that time frame.

## D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

Team meetings will be made to accommodate every member to the best of our abilities, however if a member is unable to attend a meeting then that member will not be penalized by any means. Members are however expected to have a good reason to miss a meeting and should notify the group if they are going to be late. In addition to the above, if a meeting is missed the member is responsible for reading the minutes from the meeting in question.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

If a task is assigned to an individual group member, they are personally responsible for the completion of the task before the required due date. This does not mean that if they are having difficulties, they cannot get assistance, however, it is the responsibility of the individual group member to seek assistance and take over the deliverable.

3. Expected level of communication with other team members:

Everyone is expected to freely communicate with the rest of the group when necessary. If a member needs help or has a question than they should feel free to ask questions to ensure tasks are completed properly.

4. Expected level of commitment to team decisions and tasks.

We expect each member to follow the decision taken during team meetings. However, if a better idea emerges then it should be discussed with the group.

## E. Consequences of breach of contract:

Consequences will be based on a strike program with three strikes resulting in a probationary status. While on probation the team member must demonstrate his/her ongoing commitment to the team by writing an explanatory paper and requesting reinstatement to the team. Strikes may be given for any one of the following reasons:

1. Missed meetings without either communication 24 hours prior or a legitimate notice.
2. Failure to abide by the rules presented in this team agreement.
3. Low commitment and substandard work presented in assigned tasks.

## F. Certification by team members:

In appending your signatures below, you are stating that:

a) You participated in formulating the standards, roles, and procedures of this contract.

b) You have agreed to abide by these terms and conditions of this contract.

c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

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| Name | Dipesh B.C. |  |  |
| Signature |  | Date | 2/26/2020 |
| Name | Bijay Giri |  |  |
| Signature |  | Date | 2/26/2020 |
| Name | Rajbir Chand |  |  |
| Signature |  | Date | 2/26/2020 |
| Name | Kadamber Verma |  |  |
| Signature |  | Date | 2/26/2020 |
| Name | Sushant Tiwari |  |  |
| Signature |  | Date | 2/26/2020 |

G. Acceptance of contract by tutor:

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| --- | --- | --- | --- |
| Name | Arun Joshi |  |  |
| Signature |  | Date | 2/26/2020 |

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| --- | --- | --- | --- |
| Name | Rohit Pandey |  |  |
| Signature |  | Date | 2/26/2020 |