**101 MEXICAN WHOOPING XYZ’S**

**SMOLDERINGCONTRACT**

**TEAM 2:** Member 1, Member 2, Member 3, Member 4, Member 5

**TEAM MEMBER CONTIBUTIONS:**

* **ALL** members are equal
* **ALL** contributions are respected and are treated equally
* **ALL** members are part of the foundation that is the LLAMAS
* **ALL** members must complete the assignments that are assigned
* **ALL** work is distributed so everyone has had equal contributions to the project
* **ALL** members are responsible to contribute to a meeting without being requested to give input

**TEAM COMMITMENT:**

* **ALL** members must attend mandatory meetings
* **ALL** meetings must be called with at least 24 hours notice
* **ALL** mandatory meetings must fit everyone’s schedule
* **ALL** material during meetings will be related to the project
* **ALL** rules must be followed
* **ALL** due dates must be respected

**TEAM COMMUNICATIONS:**

* **ALL** members must respect the opinions of others
* **ALL** meetings will use an agenda
* **ALL** meetings will have minutes recorded
* **ALL** meetings will begin on time
* **ALL** members must check Facebook and their phone twice a day
* **ALL** messages between members must be responded to ASAP
* **ALL** complaints regarding the project or members will be discussed in the meetings first
* **ALL** members must phone a member in the group to let them know if they will be late or miss a meeting

**TEAM ROLES:**

* Team leader role will switch between members every week by a random draw between the members who have not been leader at that point
* Jackie will record minutes and the other members will take “mini-minutes” during meetings

**DECISIONS:**

* **ALL** decisions will be made by taking a vote
* **ALL** ties will be solved by a discussion regarding the pros and cons of either side until an agreement is made
* **ALL** ties that cannot be solved will be brought to the client to get their opinion

**DICIPLINE:**

* IF a member is late 5-9.59 minutes into a meeting they must [we will] …
* IF a member is late 10-30 minutes into a meeting they must [we will] …
* IF a member is late 30.01-60 minutes into a meeting they must [we will] …
* IF a member is late over 60 minutes into a meeting or miss a meeting they must [we will] …
* IF a member is disrespectful at a meeting towards another member they must [we will] …
* IF a member does not meet a deadline assigned to them they must [we will] …
* IF a member fails to let everyone know about them missing a meeting by calling all members 3 hours before the meeting they must [we will] … on top of their other punishment
* IF a member fails to let anyone know about them being late to a meeting before the meeting starts they must [we will] … on top of their other punishment
* IF a member starts to feel sick and is worried they may not be able to meet a deadline they must [tell the group as soon as they detect this problem, let everyone in the group know by calling them and leaving a voicemail if they do not answer, texting them and Facebook messaging them ASAP]
* IF a member has a problem with another member then they must speak to that member before possibly covering it in a meeting
* IF a member constantly sleeps or does not pay attention in meetings then they must [we will] …
* IF a member has an excuse for anything such as being late the group will …
* IF a member is absent from any part of a mandatory meeting their voice and vote will …

**FINAL WORDS:**

* The group is comprised of hard workers that stand by **ALL** members
* Small meetings can be held among members when they choose but members who do not attend these meetings must not be punished in any way shape or form
* **ALL** changes to the contract will be voted upon before changes will be made
* **ALL** is part of the word **lla**ma if you look closely but it also represents how our group is **ALL** a unit, we **ALL** are equal, follow **ALL** regulations on the contract and we **ALL** represent the 101 ANDES SPITTING LLAMAS!

YOUR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Agreement**

Between Instructor Name instructor’s email address

And Team Member 1 **email address** (780) 555-xxxx

Team Member 2 email address (780) 555-aaaa

Team Member 3 email address (867) 555-dddd

Team Member 4 email address (780) 555-hhhh

Today the following agreement has been entered into about execution of jobs:

1. **The extent and duration of the contract work and goals**

aaa is to be in charge of research, organization of data pertaining to DMIT career paths and to present information to fellow classmates at the end of term.

The contract work is to be carried out in the period from:

Wednesday, November 3, 2010 – to – Thursday, December 16, 2010

aaa wants to be able to have fun doing this project, as well as aim for a high grade in the process of doing so. Having work put up on the DMIT website is not a necessity, but would be a nice bonus. Members of aaa also want to expand their horizons on the career paths of DMIT and learn as much as possible

1. **Type and quality of work**

The contract includes research, planning, weekly meetings and all other related work pertaining to presentation topic.

The work is to be carried out professionally, and each member of the team is to guarantee that the work is completed each week before the weekly team meeting.

The client will perform routine quality testing of work accomplished when required.

1. **Supervision**

aaa is to carry out the agreed contract work with the members listed in this agreement.

One leader will be required of the team to ensure that work is completed by each due date before a weekly meeting. The leadership role will be rotated amongst the members of aaa so everyone will have to take upon this role at one point during this period.

The client is entitled to on behalf of aaa to enter into agreements and/or discussions about the overall performance of the work.

1. **Rules and Regulations**

The following is a list of rules each team member of aaa will follow:

1. *Contributions*

* All team members are equal
* All contributions will be carefully considered
* All team members will participate in discussions (if no participation is taken upon by a team member by end of meeting, it is assumed they agree on every item on the agenda for that meeting)
* All team members will complete their assignments before the next scheduled weekly team meeting
* Team work will be shared equally

1. *Commitment*
   * All members will attend all meetings (especially those with the client; penalties discussed in Breach of Rules and Regulations section)
   * Notice of a team meeting will be given at least *48* hours prior to the scheduled meeting
   * Team meetings dates and times will accommodate each member’s schedules
   * Team members will arrive at meetings on time (There will be 5 minutes allotted for being late; however, the late member *must* notify the rest of the team at least 15 minutes prior to the scheduled meeting time. No notification penalties is covered in Breaches of Rules and Regulations section)
   * Cell phones must be put on silent (or turned off) while the meeting is active and members will note pursue non-meeting related activities during the meetings
   * Members must agree to constantly assess whether they are honouring their commitment to the team contract
   * Team members will complete all assignments by their due dates (Detailed in next section)
   * Each member must have at least three copies of their assigned work (two digital copies, one hard copy for meetings). If a team member has lost their work due to damaged digital copies or etc, it is their responsibility to redo the assigned work before the next meeting
   * Business casual dress attire required for the presentation (Black dress pants, white dress shirt, purple tie/scarf)
2. *Communication*

* Team members will not talk down to one another or insult others
* Team members will listen attentively to others’ ideas
* Team members will not rudely interrupt one another
* Team members will not hold side conversations during meetings
* An agenda (compiled by the weekly leader) will be used
* Minutes will be recorded at all team meetings
* Meetings will begin and end on time
* Team members agree to check their e-mail at least three times a day (morning, noon, evening) and are given a six hour window in which to reply to the e-mail or message
* Completed work must be submitted to weekly team leader via e-mail by 9:00 pm the night before the meeting. If no communication is given by 9:30 pm, the leader will send out a reminder e-mail. If by 10:00 pm there is still no contact from the member, leader must contact other members and inform them of missing work for the next meeting. The work will be divided up between the remaining members and be presented the next day at the meeting

1. *Roles and Organization*

* Each member will be leader of the group for one-week durations. The weekly period will be from Wednesday 12:00 pm to Wednesday 11:59 am the following week. The order of leaders will be:
  + 1. s
    2. e
    3. w
    4. n
       - Meeting minutes will be recorded and distributed by s
       - The meeting time keeper is s

1. *Decision Making and Problem Solving*

* All decisions will be made through consensus. In the event of a tie, the weekly leader has the right to veto the discussion at hand with valid reasoning
* All opinions should be voiced in regards to any decision making for the better of the team
* In the event of internal conflict within the team, the involved parties should meet and resolve the issue as soon as possible. If the issue has not been resolved, a team meeting will need to be held to assess the issue. Escalate to the instructor if nothing has been resolved during that specific team meeting regarding the internal conflict
  + 1. **Breach of Rules and Regulations**

The following penalties will occur to members who breach any part of section 4:

* If a member is late for a meeting without giving any form of notification, they will be responsible for providing coffee (or hot chocolate) and a 20 pack of Timbits for other members of the team
* If a member misses a meeting with the client without giving notice, they will be responsible for providing two large pizzas (one topping each) and four cans of soda
* If a member does not finish their assigned work by 10:00 pm the night before the meeting and does not notify anyone, the penalty will be treated as missing a weekly meeting
* If a member fails to make any copies of work done for the week and loses their work for the week, the penalty will be equivalent to that of missing a meeting

Wednesday, November 3, 20xx

On behalf of On behalf of

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