**Team Contract Template**

Team Name: 3D-Cars

These are the terms of group conduct and cooperation that we agree on as a team.

**Roles**: We agree to....

Dismas will take care of the note-taking during meetings and be the primary contact to W. Li.

Brandon will handle the bulk of git-hub management due to greater familiarity.

Lack of knowledge of future tasks means that how more complex tasks will be divided is currently unknown. So, this task will be decided upon later.

*For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?*

**Meetings**: We agree to…

Dismas and Brandon will meet up twice a week on Tuesday and Friday for brief catch-up meetings over discord.

Team 3d-cars will also meet up with Li biweekly for updates and feedback on Thursdays at 10am. In person at his office.

*Who? When? Where? How often?*

**Communication**: We agree to....

Dismas and Brandon will communicate over Discord.

Team 3D Cars will stay in communication with Li over my memphis email. It is expected to reply in less than 24 hours or asap.

*Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?*

**Conduct**: We agree to…

Act professionally and politely, and communicate openly and clearly. Team mempbers are helpful and will contribute to the project.

*What behaviors do you desire in a team mate? What would an excellent team mate do? Some ideas include share work fairly, be on time, meet deadlines, help others…*

**Conflict**: We agree to…

We will talk to each other and try to meet an agreement on how to proceed or compromise in a way that both members will be satisfied.

*What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?*

**Consequences:**

We agree to some point deduction which will scale to severity of the breach on contract. For example, never showing up for meetings or completing their part of the contract will result in greater point deductions than being late on due dates.

*What will happen if someone doesn’t follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.*

| Team Member’s Name | Team Member’s Signature |
| --- | --- |
| Dismas Ficklen | Dismas Ficklen |
| Brandon Davis | Brandon Davis |
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