

Team Contract

This team contract outlines the ground rules for the team involved in the development of Hudders mart e-commerce website. The team members will operate being based on the agreements in the contract. This contract defines the methods of communication, action plans, meeting schedules, goals, and consequences of actions necessary for the timely completion of the project. Each team member is accountable and responsible for their own actions.

Project Team Name: Geek Lords

	Team Member Name	Email	Phone
1	Anish Ghimire	ganish19@tbc.edu.np	9818747338
2	Sanjay Mahato	msanjay19@tbc.edu.np	9823616783
3	Liza Maharjan	mliza19@tbc.edu.np	9880326695
4	Mina Bohora	bmina19@tbc.edu.np	9818527616

A. Team Structure:

1. Leadership structure.

Anish Ghimire will be the permanent Team Leader and The Assistant Leader will be selected on rotation basis.

2. Decision-making policy.

Crucial decisions will be made through team consensus however if the team fails to reach to a consensus, decisions will be made by majority vote.

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

Mina Bohora is assigned the position of team recorder. The team recorder will make notes of every essential information during the team meetings.

Sanjay Mahato is responsible for documentation management. The documentation manager will maintain the contents of the documents.

Liza Maharjan will maintain the team activities. She shall be responsible for all sets of records and project details.

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

Physical Meeting

Location: The British College Library

Sunday: 12pm-2pm,

Monday: 12pm-2pm

Online Meeting

Google Meet Link: <https://meet.google.com/ubc-dmqa-fky>

Wednesday: 6pm-8pm

Other meetings are scheduled by the team leader as per necessity with prior notice to all the team members.

5. Usual method of communication.

Discord, E-mail, Google Meet, GitHub

Discord link: <https://discord.gg/SYvJwTVv>

Google Meet Link: <https://meet.google.com/ubc-dmqa-fky>

GitHub Link: <https://github.com/sanjay3241/ProjectManagement.git>

Necessary documents will be shared through google drive and google docs.

B. Team Procedures:

1. Method for setting and following meeting agendas :

The team leader (Anish Ghimire) will be setting the meeting agendas. The assistant team leader will be reminding the other team members about meetings and the meeting agendas through e-mail and discord. The assistant team leader will take care of the team agenda during the team meeting.

2. Method of record keeping:

All the agendas, actions and their respective files will be stored and shared through Google drive. The assistant team leader will disseminate the action and agenda in every meeting.

3. Procedures in the absence of a team member:

Meetings will only be conducted in the presence of 75% of the team members. Each team member will be allowed only five days leave. The team members should give prior information to the team leader before taking a leave. Team leader has the responsibility to keep the attendance of the team and provide leave to the team members. The absent team

member will be reminded of the meeting agendas and action along with his/her responsibilities for the week by either the team leader or the assistance team leader.

C. Team Participation:

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

Every decision will be made in democratic ways. Each and every member will be assigned their task in accordance to their skills and knowledge level.

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

The team leader will ensure each and every member's voice is heard. Every idea from the team members will be thoroughly discussed, researched and analysed. Among them the best ideas will be implemented in the project.

8. Strategies for keeping on task:

The assistant team leader will make sure that all the team members are present in the scheduled time of meeting. The team leader has the responsibility to perform regular inspection on the assigned task of each team member.

D. Personal Accountability:

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

Each team member will be allowed to take only five days leave in emergency condition. All members should be responsible and disciplined towards the end goals of the teams.

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

Each team members should be accountable for their task and deadline. All team members should know their individual responsibilities and should take the deadlines seriously. The team members should inform their team leader if they have any confusions regarding their task and if they feel like meeting the deadline is difficult, the team leader should assign additional manpower to help the needy team member. The team members should not hesitate to perform necessary research work needed for their assignment.

3. Expected level of communication with other team members:

Each and every team member should be respectful towards each other and should not hesitate to raise question, give suggestion or discuss any type of confusion.

Each member should be in touch with other team members through discord for audio/text communication and should conduct necessary video meeting and screen sharing through

google meet. They should be sharing their task progress to the team through google drive or GitHub whichever appropriate.

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

Every team member should be fully committed toward the end goals of the project and should be updated with the task to remaining members. Each team members should have the feeling of ownership and accountability towards the project and its goals.

E. Consequences of breach of contract:

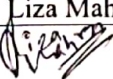
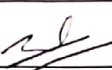
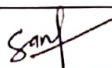
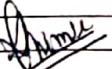
In case of breach of contract

- 1) For the time the team member who breaches the contract will be handed a peer's assessment.
- 2) The voice of the team member who does not abide by the rules in the contract will be less heard.
- 3) The actions of the team member who breach the contract multiple times will be reported to the project manager.

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.

Name	Liza Maharjan		
Signature		Date	03/02/2022
Name	Mina Bohora		
Signature		Date	03/02/2022
Name	Sanjay Mahato		
Signature		Date	03/02/2022
Name	Anish Ghimire		
Signature		Date	03/02/2022

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G. Acceptance of contract by Project Manager:

Name	Rohit Raj Pandey	Date	03/02/2022
Signature			