**TEAM AGREEMENT GUIDELINES**

**For**

***Team 96***

***Version 0.1***

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***2/08/2017***

# **Sign-off and Approvals**

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| --- | --- | --- |
| **Team Agreement Sign-Off:** | | |
| The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the ***Smart City*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| ***Benjamin Hope***  ***n9478523*** |  | *31/07/2017* |
| ***William Joseph*** | *William* | *02/08/2017* |
| ***Sarah Deriche***  ***n9683542*** |  | *1/08/2017* |
| ***Joshua Wakeling***  ***n9454608*** |  | *1/08/2017* |
| Tutor Approval |  |  |

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# **Introduction**

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Team 96 who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the *Smart City*project. In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:

* High level principles contributing to an effective team;
* Agreed communication and operational processes to action the principles.
* Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement’s conditions.
* Dispute resolution and conflict management processes.

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# **Team Agreement**

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

## **Team Principles and Processes**

*Team members are expected to complete any/all tasks assigned to them on time. If unforeseen obstacles interrupt task completion, it will be handled accordingly. Difficult or unclear activities should be voiced to the members swiftly so they can be clarified or redefined immediately.*

*Format:*

* *Principle:*
* ***Rationale***
  + *How*
* *We are all aiming for a successful completion of the project achieving high grades*
* ***Aiming for the highest possible mark will mean the most effort is made.***
  + *Complete work early so it can be re-examined for errors.*
  + *Communicate well with team members.*
  + *Learn the material.*
* *Communication is important, team members are pushed to speak up about any concerns and unclear tasks.*
* ***Communication during the project ensures everyone is on the same page and are sure they are completing the correct work.***
  + *Connecting on Facebook via Messenger*
  + *Group meetings*
* *Controversial decisions/ideas can be voted on, decided by majority whether if it is worth considering/adding.*
* ***If a majority vote has been made then everyone is responsible for bad decisions.***
  + *Vocalise uncertainty to be questioned to the group.*
  + *Give your honest answer.*
* *Team meeting weekly or as required to share new thoughts on project.*
* ***Meeting in person can often propagate new/better ideas.***
  + *Plan meetings*
  + *Make sure everyone can come*
* *Tasks will be evenly distributed and the completion of tasks to be recorded by the SCRUM master.*
* ***If everyone has the same amount of work, members will feel more accountable for completing tasks on time.***
  + *For, a table of tasks to be complete.*
  + *Estimate difficulty of tasks*
  + *Distribute tasks to group members*
* *Any personal issues with group members can be taken to the pit.*
* ***You don't want to go to the pit.***
* *Unresolved issues will be consulted by the tutor.*
* ***The tutor can often help resolve issues because they have a higher level of knowledge on the topic.***
  + *Visit the tutor at the end or during a tutorial*
* *Anyone in the group has the right to reject poor quality work.*
* ***Because it is a shared mark, members can reject work if they think it is poorly made. This encourages honesty and eliminates any future disagreements that may occur later in the project.***
  + *Tell group members if some submitted task is completed poorly.*
  + *Ask person to repeat task or everyone contributes towards fixing it.*
* *Arriving on time to meetings, if however unable to attend, attendee’s must update whatever has been said relevant to the project to anyone that was absent. This will help the project progress faster and avoid unnecessary delays.*

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## **Non-Compliance**

Minor non-compliance:

* If a task is overdue by 5 days, you get a strike against your name.
  + Bob had a task due on Monday, it is now Friday - he gets a strike.
* Not catching up after missing a group meeting.
  + Bob missed a meeting, three days later and he still hasn’t asked what he missed.
* Missing multiple meetings without prior notice.
  + Bob was in a bad car accident, he couldn’t make it to the team meetings. He gets another strike.
* Low commitment and substandard work gets you a strike.
  + Bob drank too much the night before, “screw it!” he says. Bob is being a Richard.

Major non-compliance:

* Not communicating with the group at all for more than a week.
  + Bob flew to China and forgot to tell the group. He responded several weeks later. “帮助我，我已被海盗捕获!!!”. No Bob, we will not pay your ransom.
* Deleting a large amount of work from the shared document.
  + Bob started deleting files to get our attention. No Bob we won’t contact the embassy for you.
* Being disrespectful to other members.
  + Bob has died.

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## **Dispute Resolution & Conflict Management**

Failure to abide to the rules and terms of this agreement will have consequences:

* Team members will primarily bring awareness/confront anyone causing conflict or **minor** breaches of this agreement.
* At three strikes any unpleasantries caused by a slacking group member will be discussed between group members. An appropriate amount of discipline will be handed out.
* **Major** breaches will be discussed with the super tutor.
* Some major breaches may result in a request to mark down the team member who caused the non complience, this will be decided after fair discussion between the members and tutor.

# **Conclusion**

This document has articulated the high level and operational processes agreed to by Team 96***.*** This team agreement will apply for the duration of the Smart City***.*** To meet the objectives of the project and demonstrate their abilities as IT professionals, team Team 96will implement the principles, processes and management activities described.