

## Team Contract Template

### MEMBERS:

Brandon Wong:

- email: [btwong@memphis.edu](mailto:btwong@memphis.edu) OR [btwong0901@gmail.com](mailto:btwong0901@gmail.com), but prefer the former for now
- (901) 652-4114
- discord 'solar.sys'

Step 1: Discuss.

*What would we have to actively do to make this team project suck?*

- *Interrupt each other when speaking*
- *Not respond to messages from our teammate*
- *Wait until the day before demo day to start working on the sprint goals*

*Therefore, what do we agree to actively do to make this a fun and fruitful team?*

*Note: do not just say "we won't do the things listed above"*

- *Listen during team meetings and communicate with respect*
- *Use whatever communication method we decide on*
- *Divide work equally*
- *Ask early if we need help with our assigned tasks*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

**Team Name:** **TBD**

**Team Meetings:** We agree to...

*Who? When? Where? How often?*

*Brandon: I am in class between noon and 4pm Mon-Thurs. I will also be out of town on Fall break (Oct 13-17). My work schedule is flexible enough to hopefully not get in the way outside of that.*

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

*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?*

*Brandon: I prefer to use Discord as I am most active on it. However, I am open to use something like groupme or whatsapp if that is preferred. Text and email are okay too.*

**Team Manager:** We agree to....

*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?*

*Brandon: I guess I'm the team manager for now?*

**Conflict:** We agree to...

*What disagreements do you anticipate? 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?*

*Brandon: It's only two of us, surely we could figure out disagreements between us? BUT in the case we get stuck maybe it is worth getting a third opinion, maybe from Dr. Booth?*

**Consequences:** We agree to...

*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
Brandon Wong	


## Team Contract EXAMPLE

### Step 1. Discuss

*What would we have to actively do to make this team project suck?*

- ☐ *Interrupt each other when speaking*
- ☐ *Not respond to messages from our teammate*
- ☐ *Eat smelly food in every meeting*
- ☐ *Wait until the day before demo day to start working on the sprint goals*
- ☐

*Therefore, what do we agree to actively do to make this a fun and fruitful team?*

*Note: do not just say “we won’t do the things listed above”*

- ☐ *Listen during team meetings and communicate with respect*
- ☐ *Bring coffee for everyone to team work sessions*
- ☐ *Use Discord only for team communication and never email*
- ☐ *Divide work equally*
- ☐ *Ask early if we need help with our assigned tasks*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

**Team Name:** The Most Magical Professors

**Team Meetings:** We agree to...

*Who? When? Where? How often?*

- Daily check in message on Discord, meet together for 30 minutes right after each class,
- Only Amy can attend client meetings (since Brandon is working during that time)

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

*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?*

- We will use Discord and never email. We will share phone numbers to text in emergencies only. Don't call before 10am unless the project has exploded. Discord messages should get a reply within 24 hours. A funny cat meme is expected to accompany each discord message.

**Team Manager:** We agree to....

*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?*

- Amy will lead client meetings, Brandon will lead code review meetings, Amy will take notes in the folder on GitHub

**Conflict:** We agree to...

*What disagreements do you anticipate? 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?*

- We expect to disagree on team costume choices and dividing work evenly
- We will vote. If a tie and the team agrees, we will flip a coin to decide tiebreakers. If the team does not want to flip a coin to decide, we will have a Super Smash Bros. tournament and the winner gets to decide.

**Consequences:** We agree to...

*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.*

- If you are late to a meeting, you are expected to bring snacks for everyone to the next meeting
- If you miss a team meeting without letting the team know, you are choosing a 5% deduction on the progress check for that sprint
- If you do not put in enough hours during a specific week, and therefore do not meet your assigned sprint goals, you are choosing a 25% deduction on that sprint's demo day grade. If you do this two weeks in a row (barring real emergency circumstances such as your family being eaten by zombies), you can be fired from the team for the rest of the semester.

Team Member's Name	Team Member's Signature