**CS 246**

**Winter 2020**

**TEAM CONTRACT**

**Team Members:**

1) Timothy Bennet

2) William Schultz

3) Joshua Cathey

4) Blake Bryant

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Josh Cathey - Email, Discord, text/calls - 541-852-9502

Blake Bryant - Email, Discord, text/calls - 541-505-0520

Will Schultz - Email, Discord, text/calls - 808-679-7037

Tim Bennett - Email, Discord, text/calls - 541-606-5244

2. List the contact information you will be using:

Josh Cathey - catheyj@my.lanecc.edu, 541-852-9502

Blake Bryant - bryantb2@my.lanecc.edu, 541-505-0520

Will Schultz - schultzw@my.lanecc.edu, 808-679-7037

Tim Bennett - bennett.te@gmail.com, 541-606-5244

3. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):

We will make decisions by majority vote. If someone in our group strongly disagrees, we will always give them enough time to speak as to why they disagree. Each member will always be heard.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

The agenda for each meeting will be set as a group a few days before the meeting and posted to Google Docs for anyone to review. Josh will act as the instigator during all meetings (unless another team member volunteers), as a last resort to keep the meeting on track.

5. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

One team member will keep notes every meeting, this role will never be assigned but be volunteered.

Notes will be kept on Google Docs so all team members will have access to them.

6. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

We will use GitHub and make the repository accessible to all team members. Blake will take responsibility for setting up the initial repo.

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| **Team Expectations** |

**Team Participation**

1. How will you ensure cooperation and equal distribution of tasks?

We will discuss our tasks as a group and each team member will volunteer for a task. If any team members feel the distribution of tasks are unequal, we will make sure to rearrange tasks, so everyone feels they are getting equal work. We expect team members to work for 12 hours a week (8 hours of group time, 4 hours a week working independently). It will be important for all members to realize that even though they will have to work independently at times, they must communicate with the rest of the team when an issue arises.

2. What will you do to make sure that all team members are participating in decision making?

The instigator will make sure to ask each team member for their opinion, if it has not been expressed.

3. Strategies for keeping on task (task maintenance):

The instigator will reach out and verify each members current task, when necessary. We will discuss as a group what each member's current task should be. We will always be respectful when dealing with any issues with trying to keep team members on task.

4. Who will be in charge of making sure things get done?

This will mostly be done as a group. As a fallback, the scrum master will oversee making sure tasks are getting completed in a reasonable amount of time.

**Personal Accountability**

1. Expected individual attendance and participation:

As a team, we expect each team member to show up to every meeting/class/coding session, unless stated beforehand. If a team member is not participating, the instigator or the scrum master will reach out and ask for any needed feedback from the team member.

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

Each team member will be 100% responsible for the tasks they have volunteered for. If issues arise, we will work as a group to chip in and help any team member that needs it. A single team member will volunteer to submit any work for the course and or client.

3. Expected level of communication with other team members:

We will communicate through email, texting, and discord. When an email/text/chat is sent out to team members, we expect all members to respond within a reasonable amount of time (24 hours). All members are expected to fully communicate with the team on any given topic.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

If an infraction has occurred, each group member has the right to request a food item, a beverage, or a similar item (within reason). The team member that is responsible for the infraction, has the right to voice any discrepancy that may arise. The team must be respectful when making the request and be sure that the request does not put a financial strain on the team member that committed the infraction.

2. Describe what your team will do **if the infractions continue**:

If infractions continue, the team reserves the right to address any and all infractions with the instructor and ask for advice on how to handle consistent infractions. If infractions are consistent and the team member shows no regard for the work needing to be completed, as a last resort, the group reserves the right to kick out any team member from the group. If the group decides to kick out a team member, they must speak to the course instructor and the instructor must agree that this action is warranted.

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a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

b) *I understand that I am obligated to abide by these terms and conditions.*

c) *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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