

Team Contract

Step 1: Discuss.

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

- Lack of Communication
- Taking on a task without speaking with the team
- Changing other teammates' code, especially without speaking or asking on it first
- Not being open to ideas of others
- Disrespecting each others code, time and work
- Disrespect the client.

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"

Don't be afraid to ask for help. If we run into a problem individually, bring it to the group.
Joining a discord call when actively working on the project as a way to help each other in real time.

Keep each other updated with progress or troubles

Check in with each other AT LEAST every other day, preferably once a day.

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

Team Name: Team 10

Team Meetings: We agree to...

Who? When? Where? How often?

Meetings Tuesday after class, Wednesday and Saturday morning

All team members unless specified otherwise

Tuesday- fit building/library

Wednesday- 2:30 p.m on Zoom with Dr. Cook

Saturday- 10 a.m on discord with Matt.

Communication: We agree to....

Discord messages, discord calls, sharing through email or google docs

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 mostly use discord , emails, and text message if necessary.

Team Check Ins

All on discord messenger or discord calls

Monday check ins

Tuesday Check ins

Thursday Check ins

Friday Check ins

Saturday check ins

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?

Team Manager: Denzel

Scribe: Stilyan

Meets with client(s) - Jeffery

Leading demo days- Denzel

Quality assurance- Josh

Turning things in on canvas- Josh

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?

A conflict we anticipate would be that we do not agree on how to implement a function into the app. To solve this, we will put it to a majority rules vote. If the vote is tied, the team leader has the final say.

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 a member does not complete their work due to an invalid reason (decided by the rest of the team), that person will take a deduction towards their credit for that sprint.

- If the team member does not put in the required amount of time and does not fulfill their duty- 25 point deduction
- If the team member puts in enough (or more than enough) time on their portion and still cannot get it working, and does not inform the team in time- 15 point deduction
- If team member does not carry their way consistently, 10 point deduction
- Most of these can be avoided just by communication with the team, if a team member does not communicate to keep the team updated with their progress or digress, then that member could result in any of the deductions listed above.

| Team Member's Name | Team Member's Signature |
|--------------------|-------------------------|
| Joshua Clark | <i>Joshua Clark</i> |
| Jeffery Hubbard | <i>Jeffery Hubbard</i> |
| Denzel Lofton | <i>Denzel Lofton</i> |

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| Stilyan Dimitrov | <i>Stilyan Dimitrov</i> |
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