**Team Contract**

Team Name: TEAM\_\_\_?

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

This contract is considered a living document, and as such may be modified during the course of the project as it evolves and determined by majority group vote.

**Roles**: We agree to determine the needs of the group by majority group vote. All individuals will be allowed agency in proposing or addressing items in the agenda for meetings once more details of the project are available. Those assigned to the following roles will be responsible for ensuring the respective tasks are completed, and with the expectation that the other team members provide support – those assigned are not solely responsible in performing those activities, but are instead responsible to ensure task completion.

Meeting Notes: Elliott

Storing Artifacts: Chris

QA Czar: Elliott

Primary Presenter: Andre with Support from team

Other roles as needed: TBD

**Meetings**: We agree to communicate daily during the week, and check the team Discord at least once over the weekend. Check-ins to provide progress updates are expected via Discord before 12:00 pm on Mondays, Wednesdays, and Fridays while in-person meetings will occur during class on Tuesdays and Thursdays between 2:40-4:05pm.

**Communication**: We agree to communicate primarily through the TEAM\_\_\_? Discord with responses expected within 24 hours during the week, and checking the Discord for updates or questions at least once over the weekend. Members have also provided phone numbers to be used for direct communication via text or call as a secondary form of communication to be used in emergencies.

**Conduct**: We agree to prioritize communication erring in favor of too much rather than too little. Questions, complications, and failures are all acceptable results for task assignments provided that frequent and early communication to keep everyone apprised of the situation so the team can assist one another. Work shall be split as evenly as possible. Attendance described above is expected. Within reason, we agree to the sharing responsibilities problems arise in such a way that the team can meet deadlines to the best of our collective ability. The record notes that, “we all expect to help where we can and meet deadlines as best as possible during a sprint.”

**Conflict**: We agree to resolve any conflict by means of a majority vote as long as everybody’s voice is represented. There is no team leader, or similarly we are all co-team leaders.

**Consequences:** We agree to dedicate, at minimum, 9 hours weekly toward contributions for this project. The consequences for breaking the terms of this contract shall escalate in the following order:

1. Member will be subject to a group chewing out for a first offense.
2. Member will provide coffee for the team for a second offense during the next in-person meeting.
3. Member will be reported to the instructor citing an effective lack of a teammate.

Unannounced/non-excused missed check-ins, attendance to group meetings, or responses outside of the expected window will be determined as above and subject to a two-pushup penalty. The team reserves the right to enforce or not enforce any these consequences as determined by a vote.

| Team Member’s Name | Team Member’s Signature |
| --- | --- |
| Elliott Schwarzman |  |
| Christopher Smalley |  |
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