

## TEAM CONTRACT

COURSE: INFO 630	SECTIONS: 603	TEAM#: 11
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### TEAM MEMBERS:

- 1) Aarthi, Venkatesan
- 2) Likita, Shetty
- 3) Mohammad Atif, Tahir
- 4) Saddam Hussain, Mohamed Najeeb

### Guiding Principles:

- Be realistic in our planning and give due consideration to deadlines
- Do what is best for our project, without taking into consideration team members' preferences and prejudices
- Be proactive in identifying potential problems and find solutions to overcome them
- Keep everyone in the team informed about every decision/action taken
- See the project through to completion

### Purpose:

- Encourage participation to get ideas.
- Listen openly to other team member's perspective.
- Try to build on the best idea suitable for the given scenario.
- Use team tools like slack for collaborating virtually when appropriate to facilitate problem solving.
- Whenever possible, use appropriate facts to assist in problem solving.

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Mohamed Najeeb, Shetty, Tahir, Venkatesan

Team Contract

2/3/2016

Version 1.0

**Division of Labor:**

- Ensure that equal distribution of work load is established at every phase of project lifecycle
- Each team member should take up all roles and gain firsthand leadership experience
- Respect the work of every other team member and actively volunteer for

**Group Roles:**

- Ensure that every team member actively contributes to discussions and project work
- Encourage and provide a platform for every member to voice his/her opinion and encourage diversity of opinions on all topics
- Not play the blame game if something goes wrong - we will hold meetings to analyze what went wrong and why
- Be honest and open during the meetings
- Keep ideas and issues that arise in meetings in confidence
- Mutual understanding and support is expected from each of the team members to facilitate a productive discussion. Personal grudges should be kept offhand and professional behavior is expected.

**Team Plan:**

- Seek to understand the perspective of each team member involved before arriving at answers or solutions.
- Regard conflict as an opportunity for improvising.
- Acknowledge valid points that the other team member has made.
- State our points of view and our interests in a non-judgmental and non-attacking manner.
- Focus on what is best for the team and the project.
- Seek to find some common ground for agreement.

**Meetings:**

- Meetings will begin and end on time.

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- Add unresolved issues to the issue list.
- Hold meeting once during the weekdays after class and once on the weekend.
- Have a pre-decided agenda, and each will take roles and lead the meeting. The person leading the meeting will facilitate the discussion and work breakdown of the task.
- The duration of the meeting may vary from half an hour up to 3 hours depending on the task at hand.
- In case a team member is unable to attend the meeting, a written communication is expected to all the other team members.
- It's imperative that one completes the allocated task before attending the next meeting and keeps all the team members in loop about the progress or impediments

#### **Rewards & Punishments:**

- Each team member will be evaluated by his/her peers based on their adherence to this team contract
- Points would be awarded according to the involvement and commitment of each team member towards successful completion of this project
- Categories such as punctuality, discipline, participation, communication and quality will be given immense consideration while awarding points during peer evaluation

#### **Consequences of breach of contract:**

- In case of initial violation of the guiding principles in this contract an immediate meeting will be called where the violator will provide justification for his/her actions
- Further violations of the guiding principles or the Aggie Honor code will be informed to Professor Whitten and his/her peer evaluation will be severely affected

#### **Provisions for change of contract:**

- It is not encouraged to make changes to this contract unless an explicit comment is received from professor
- This contract can only be changed by mutual consent of all team members
- No change will be entertained for the benefit of any individual team member

**Acknowledgement:**

I hereby declare that:




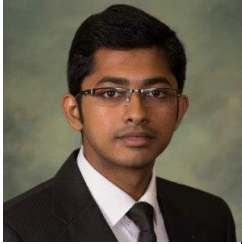
- I participated in formulating the standards, roles, and procedures as stated in this contract.
- I clearly understand that I am obligated to abide by these terms and conditions.
- I understand that if I do not abide by these terms and conditions, I will have to face the consequences as stated in this contract.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Aarthi, Venkatesan		
Likita, Shetty		
Mohammad Atif, Tahir		
Saddam Hussain, Mohamed Najeeb		

## Peer Evaluation Form

### Guidelines:

- Each team member will be evaluated by his/her peers based on their adherence to signed team contract
- Points would be awarded according to the involvement and commitment of each team member towards successful completion of this project
- Categories such as punctuality, quality, commitment, participation and communication will be given immense consideration while awarding points during peer evaluation
- Provide additional comments to recognize extraordinary contributions of a team member

<b>Course:</b> <b>INFO 630</b>	<b>Section Number:</b> <b>603</b>	<b>Group Number:</b> <b>11</b>		
<b>Student Photo</b>				
<b>Last Name:</b>	<b>Venkatesan</b>	<b>Shetty</b>	<b>Tahir</b>	<b>Mohamed Najeeb</b>
<b>First Name:</b>	<b>Aarthi</b>	<b>Likita</b>	<b>Mohammad Atif</b>	<b>Saddam Hussain</b>
1. Punctuality	/20	/20	/20	/20
2. Quality	/20	/20	/20	/20
3. Commitment	/20	/20	/20	/20
4. Participation	/20	/20	/20	/20
5. Communication	/20	/20	/20	/20
Total:	/100	/100	/100	/100

Additional Comments: