**TEAM CONTRACT**

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

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.

**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.
* 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.

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| **Name** | **Signature** | **Date** |
| 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

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| **Course:**  **INFO 630** | **Section Number: 603** | | **Group Number: 11** |
| **Student Photo** | **C:\Users\sadda\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Aarthi.jpg** | **Likita** | | **Atif** | **Saddam** |
| **Last Name:** | **Venkatesan** | **Shetty** | | **Tahir** | **Mohamed Najeeb** |
| **First Name:** | **Aarthi** | **Likita** | | **Mohammad Atif** | **Saddam Hussain** |
| 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:

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