

Please type your emails so I can properly share the document

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Group Project Contract

Team Name:	Office Heros
Team Members:	1. Jaleta Fanta Tesgera
	2. Ross Meskimen
	3. Segni Tadele Tulu
	4. Ye Yint Win
	5.

Team Member Schedules

Mark the times anyone is **NOT AVAILABLE** to meet on a regular basis (not counting sporting events, performances, etc.):

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
8am-9am		JT	RM	JT	RM	JT	
9am-10am	ST,YW	JT	RM	JT	RM	JT	
10am-11am	ST,YW	Jt, RM, ST,YW	RM,YW	JT, RM,ST,YW	RM,YW	JT, RM,ST,YW	
11am-12pm	ST,YW	JT, RM, ST,YW	RM,YW	JT, RM,ST,YW	RM,YW	JT, RM,ST,YW	
12pm-1pm		JT, ST	YW	JT, ST	YW	JT, ST	
1pm-2pm		ST	YW	ST	YW	ST	
2pm-3pm		ST,YW	JT, RM,ST,YW	ST,YW	JT, RM,ST,YW	ST,YW	
3pm-4pm		JT, ST,YW	JT, RM,ST,YW	JT, ST,YW	JT, RM,ST,YW	JT, ST,YW	
4pm-5pm		JT, ST,YW	JT, YW	JT, ST,YW	JT, YW	JT, ST,YW	
5pm-6pm		JT, ST,YW		JT, ST,YW		JT, ST	
6pm-7pm		JT, ST,YW	JT	JT, ST,YW		JT, ST	
7pm-8pm		JT, ST,YW	JT, YW	JT, ST,YW		JT, ST	
8pm-9pm		JT, ST,YW	JT, YW	JT, ST,YW		JT, ST	
9pm-10pm		ST,YW	YW	ST,YW		ST	

Weekly Meetings

Block off a day and time your entire team could meet during the week if necessary to complete group work.

Day: Wednesday; Saturday

Time: 6pm-8pm; 12pm-3pm

Project Roles

IMPORTANT: Every group member must take on the responsibility of team lead for at least one project milestone, and all students will work on multiple aspects of the project during each milestone (not just their role responsibilities).

Primary Role Responsibilities:

- **Team Lead**
 - Ensure all milestone tasks are being met (read through the milestone rubrics)
 - Communicate with team members to make sure everyone is completing their tasks and working toward the milestone completion
 - Drive presentations
- **Project Manager**
 - Plan and distribute milestone tasks
 - Ask what other team members need to complete their tasks, and provided it (if possible)
- **Technical Lead**
 - Gather technical requirements (what is needed to complete the milestone tasks?)
 - Solve problems
 - Work on the technical aspects of the project (engineering, tools, etc.)
- **Creative Lead**
 - Consider how users will interact with your project
 - Product design (color scheme, sketches, etc.)

Note: if your group has 5 students, the fifth role may be another technical or creative person.

[Write only Initials]

Project Milestone	Team Lead	Project Manager	Developer	UX/UI Designer	
Milestone 1	JT	ST	RM	YW	
Milestone 2					
Milestone 3					
Milestone 4					
Milestone 5					
Milestone 6					
Milestone 7					
Milestone 8					

Expectations

At the mid-semester project proposal and upon project completion, each group member will evaluate every other member of the project team. The following rubric (left table) will be used in the assessment process. The additional expectations (right table) may be filled in and agreed upon by all group members, but will not be graded.

CONSEQUENCES: In addition to contributing to each student's final project grade, students may vote to remove one of their peers from the group if that person is not properly contributing and/or hindering the progress of the entire group or individual group members (subject to instructor review). Alternatively, a student may elect to leave their group, completing a final project with all of the same requirements as a full group project on their own, subject to instructor approval. *No group changes may be made before mid-semester break.*

NOTE: Peer assessments may retroactively affect a student's grade for prior group deliverables. For example, if it is shown that a student did not appropriately contribute to the work of a milestone deliverable, the student will only receive a portion of the original group milestone grade, subject to instructor discretion based on available information.

Rubric Requirements	Points Possible
Participation	20
Took part in all required group meetings (sans excused absences - sports, music performance, etc.).	5
Completed all assigned tasks on time.	5
Displayed adequate written communication skills.	5
Displayed adequate oral communication skills.	5
Competency	20
Demonstrated adequate planning skills.	5
Demonstrated adequate technical skills.	5
Demonstrated adequate problem-solving skills.	5
Performed meaningful contribution to the success of the project.	5
TOTAL	40

[illegible]

Team Commitment

By signing this contract, you agree to be held accountable for the responsibilities set forth in the project expectations and scheduling of this document, along with any consequences for failing to meet those expectations.

Team Member Full Name	Signature (or initials)	Date
1. Segni Tadele Tulu	ST	01/20/2022
2. Jaleta Fanta Tesgera	JT	01/20/2022
3. Ye Yint Win	YW	01/20/2022
4. Ross Meskimen	RM	01/20/2022
5.		