# Team Contract

**This contract needs to be collected by team leader and submitted as part of report.**

[Replace ALL colored text with group’s wording using black font]

This document will not be submitted directly to your instructor. Your group will use this as a planning tool. The content will later be copied and pasted into the report.

## Group Name: **Group 5**

## Course/ Section: **IST 110**

## Project Group Members Names and Sign-off

Note: One “Group Leader” per Group

A group leader is:

* Responsible for managing the group project, beginning with a communication plan, topic selection and responsibility matrix. Creating a communication plan may be as simple as coordinating email or a group. The leader will also schedule meetings (live or virtual) and mediate member performance.

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| **Name (Print)** | **Primary Means of Contact Information (email, cell, etc.)** |
| **Group Leader: Connor Scholl** | [**Cws5846@psu.edu**](mailto:Cws5846@psu.edu) **267-640-1096** |
| **Nezome Pagan** | [**Nxp5275@psu.edu**](mailto:Nxp5275@psu.edu) **267-391-6989** |
| **Quintion Jackson** | [**Qjs5036@psu.edu**](mailto:Qjs5036@psu.edu) **732-763-5046** |
| **Daniel Marshell** |  |
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## Code of Conduct - Three Strike Policy

The Code of Conduct should help your group understand the degree of professionalism that is expected throughout the project length. This also includes a warning system that can be used with members not complying with contract.

Examples:

*As a project group, we will:*

* Not tolerate rudeness. If someone’s behavior is interfering with the group’s progress, it will be discussed at a group meeting. If it does not improve, the instructors will be notified.
* *Share the burden of the project equally with minimal conflicts, achieve academic excellence, exceed our teacher’s expectations, improve our group communication and time management skills, and expand our knowledge through problem based learning so we will be prepared for our future careers.*
* *Warn any member failing to comply by writing to the email address listed above stating 1) details of the violation, and 2) expected remediation actions. Any second warning will be copied to the instructor. A third warning will be to also notify the student of termination from the group for non-compliance with policies.*
* *Avoid scheduling meetings during student commitments that we have been notified of in advance*

## Participation

Participation should be expected by all group members. How is your group planning on getting everyone to participate in the project and meetings?

Examples:

*We will:*

* *Inform fellow group members of contributions not meeting our expectations. If improvements are not made, class participation points will be deducted and the member will be expected to pick up the tab at group dinners. They will also be expected to turn in the next assignment a few days early.*
* *Agree to make every effort to attend each meeting. One absence is accepted, but missed work must be made up by the next meeting and the absent group member must contact another member to find out what he/she missed. Missing numerous meetings will be reflected in the group participation grade. If you know you will miss a meeting, talk with group leader to discuss what you can do beforehand that will assist in the group’s future efforts.*

## Division of Work

Deadlines and standards should be created by each group so ensure an equal workload for everyone involved.

Examples:

*We will:*

* *Work should be divided roughly equally. NO one person should complete an entire assignment.*
* *Set time constraints for assignments and draft deadlines before the final due date.*
* *A log should be kept of who do what for each assignment throughout the semester (including being late to or missing meetings, part of assignments, etc.)*

## Communication

Each group must come up with ways in which they will communicate with one another whether it be through email, aim, skype, or face-to-face. One may also want to discuss document sharing sites such as Gmail which may make group collaboration more efficient.

Examples:

*We will:*

* *Use email or messaging for casual communication, but use face-to-face meetings for more important group decisions*
* *Use Gmail Docs for discussing “Final Deliverables” but meet with group to compile the documents.*
* *Post all documents in a shared community folder*

## Meeting Guidelines

Your group may want to determine a location and time for weekly or bi-weekly meetings.

Examples:

*We will:*

* *Set a time and location for meetings*
* *Expect group leader to conduct the meeting*
* *Have someone in charge of “meeting minutes” (i.e. who is responsible for next steps, by when)*
* *Expect everyone to participate in discussion or chose a topic for each meeting*
* *Expect members to share conflicts as soon as possible to better enable meeting scheduling*

**CONTRACT OF TEAM WORK**

**ATTENDANCE:**

Meetings are mandatory. This means that members will show up unless reason for absence is given in advance. Advance notice is at least 8 hours before the meeting time.

Members that cannot make meetings must be under constraint for a legitimate circumstance.

Failure to attend meetings without warning but due to a legitimate cause shall be reviewed by the team as a whole. This means that if you don’t show up but it was for an extraordinary circumstance that can be proven the team will decide if that reason will be accepted.

TWO FAILURES TO ATTEND MEETINGS WITHOUT LEGITIMATE REASON SHALL AND WILL RESULT IN AUTOMATIC REMOVAL FROM THE GROUP.

(This means you can forget to wake up once)

**ASSIGNMENTS**

No one single person shall do all the work. Work will be divided equally among the group as well as divided based upon skill set. Work shall be done with quality. Quality means that it is free of significant errors. Work shall be logical and coherent. This means that work shall be written at a college level. Grammar and logical sentences apply. If you cannot do this you should not be in college or this class.

Members that do not adhere to these assignment standards shall be given one warning by the team. After failure to submit work in accordance with the assignment expectations, the member shall be removed from the group. Two failures to submit assigned work shall result in an automatic expulsion from the group.

**AGREEMENT**

I have read this entire document and understand its expectations to the fullest extent. I acknowledge the repercussions described in this document and submit myself as liable to these terms and condition. By signing this document, I agree to abide by all the rules described in this document and am acknowledging the fact that any failure to abide to the document will result in my removal from this group.

**NAME: Nezome Pagan, Connor Scholl, Quintion Jackson, Daniel Marshell**

**SIGNATURE:** Nezome Pagan, Connor Scholl, Quintion Jackson, Daniel Marshell

**DATE: 10/17/19**