

**Team Contract**

Your group contract/working agreement should include these elements. Feel free to add other terms, too.

1. **Full name and net ID of each of your team members.**

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1. **To what goals do we all commit?**
   1. Determine how to best leverage the Synchronoss analytics stack to fulfill the reporting and analytics use cases for IL customers
   2. Gather integration data points that will help decide the approach to potentially unify the analytics architecture
2. **What are our “ground rules”? (Don’t make an exhaustive list—stick with just a few.)**
   1. Equally divide tasks
   2. Be responsible
   3. Communicate well among members
3. **By what means and how frequently will we meet or communicate?**
   1. Once a week with client.
   2. Twice a week with team members
4. **What roles will we create? Include a description of exactly what each role is responsible for.** 
   1. PM: Project managers have the responsibility of the planning, procurement and execution of a project, in any domain of engineering.
   2. Software engineer: Software engineers apply the principles of software engineering to the design, development, maintenance, testing, and evaluation of the software and systems that make computers or anything contain software work.
5. **How will we hold ourselves and one another accountable? What (exactly) will we say to a team member who appears not to be contributing equally? To a team member who fails to deliver what was promised?**
   1. Be responsible to our assigned tasks and communicate our feeling and state the facts without judging
   2. “It seems like you could have done a bit more for the team, please let me know what your thoughts on the work you have done lately and whether you think the status can be better. I am sure you can improve the performance, if you need any help, please let us know.”
6. **What do we do when we disagree? What approach to conflict to we all agree to uphold?**
   1. Try to persuade each other through meeting by stating the benefits of the supported idea
   2. Ask client to give their suggestions
7. **What are our procedures for re-visiting this contract?**
   1. Changes are supposed to happen with the agreement of at least 2 of team members
8. **What else do we want to include in this contract? (Consider adding a clause about how you will make this experience fun!)**
   1. We will have monthly team dinner!

A copy of this contract signed by all team members is due by 2/13 9am .