

TEAM CONTRACT

Team Members:

- 1) Allen Bertrand
- 2) Chris Friedrich
- 3) Daryl Jones
- 4) Hunter Thornton
- 5) Matt Solesbee

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| <h3>Team Procedures</h3> |
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1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

We intend to use a combination of Google Docs for planning and e-mail for communication. Depending on group member availability for in-person meetings, we may utilize Skype or Google Hangouts video conferencing capabilities.

2. List the contact information you will be using:

bertrandallen@gmail.com - Allen
chrisfriedrich79@gmail.com - Chris
hunter.thornton@gmail.com - Hunter
daryljones541@gmail.com - Daryl

3. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

In the event that a member (or members) expresses strong disagreement with the majority selected path, we will hear the objections and make efforts to compromise and modify our plan of action as needed.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Given that Chris will not be attending the class next term, he has volunteered to perform record keeping and meeting organizational duties for the remainder of the term.

Chris will put together an agenda for the meeting and send an email to all group members a day beforehand. We may also utilize meeting invites for this purpose.

One hour before the meeting, Chris will send a reminder email to all members of the group.

5. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

We intend to use Google Doc to keep records of our conversations that occur during the week. Email threads will also be helpful for this purpose.

Chris will put together a summary of topics discussed and decisions made. This will be published in a separate Google Doc which will be added to weekly.

6. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

We intend to use Github for version control and asset maintenance. Members of the group involved in development will likely utilize a separate branch for development whenever possible and use the Pull Request capability to allow all members to view pushed changes before merges are finalized.

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Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

Members of the group will strive to produce a high quality product in terms of presentation and functionality, the goal being College level work at the highest grade possible. All group members should be striving for the highest possible grade in knowing their work affects the GPA of all students involved.

2. **Strategies** to fulfill these standards:

In order to fulfill these standards group members will make every effort to maintain attendance - both in terms of class and group meetings. Group members will also provide copies of any written assignments which affect the group to all other group members before submission, with time allowed for revision. All attempts will be made to accommodate group members with any production or personal difficulties, and a supportive atmosphere that encourages asking for assistance will be maintained throughout the duration of the project.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

- *Be nice to each other.*
- *Strive for a high level of communication.*
- *Meet weekly to discuss tasks and progress.*
- *Encourage group members to speak up if they believe they are handling an unfair share of the project*

2. Strategies for encouraging/including ideas from all team members (team maintenance):

Use a Google Doc to flush out ideas which can be discussed during weekly meetings.

3. Strategies for keeping on task (task maintenance):

We intend to begin weekly meetings with progress reports from each team member, which allows them to detail what they are currently working on as well as any issues they may be having trouble with. Time will be set aside and prioritized for these issues.

4. Preferences for leadership (informal, formal, individual, shared):

We intend to utilize shared leadership whenever possible. This may be modified in the future due to group composition or frequent difficulty with the decision making process.

Personal Accountability

1. Expected individual attendance and participation:

We expect all group members to attend weekly meetings and notify other members of the group as early as possible if they are unable to attend. In such case, the group member not attending should be prepared to answer questions via email regarding topics discussed during the weekly meeting.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Each member of the group should have something to present to the group at each meeting, regardless of size. There should also be a reasonable amount of testing to back up any development.

3. Expected level of communication with other team members:

Group members should attend the majority of weekly meetings and be available for communication by email to all other group members throughout the week, with responses provided within a reasonable amount of time. Microphone capability is required for videoconferencing to allow verbal communication with group members.

4. Expected level of commitment to team decisions and tasks.

Group members should be willing to take and provide constructive criticism regarding coding and overall project ideas. Group members should also feel comfortable having and sharing ideas about actions taken, or methods used that differ from the current mode of development.

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| <h3>Consequences for Failing to Follow Procedures and Fulfill Expectations</h3> |
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1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

In the event of an infraction of the rules set forth in this agreement, group members will determine a sole member to communicate with the offending member regarding the issue. If this proves unsuccessful, then the individual will be approached by multiple members of the group to address the issue and communicate potential consequences for continued violations of the agreement.

2. Describe what your team will do **if the infractions continue?**

If the infractions continue after the steps above have been taken, the rest of the group will confer and discuss the best plan of action, including, if necessary, communicating with Brian directly regarding termination from the project or other consequences.

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

1) _____ date _____

2) _____ date _____

3) _____ date _____

4) _____ date _____