

TEAM CONTRACT

CS 492 Capstone 2015

Team D

Team Members:

- 1) Raven Allen
- 2) Parker Berger
- 3) Laura DeWitt
- 4) Brandon Isom
- 5) Brady Sullivan
- 6) Evan Schott
- 7) Joseph Stewart
- 8) Levi Schoen

Team Procedures

1. Day, time, and place for regular **team meetings**:

After Capstone lectures complete, we will meet every Monday, 6:30 PM, in a location on campus TBA.

2. Preferred method of **communication** in order to inform each other of team meetings, announcement, updates, reminders, problems:

All communiques will be disseminated through slack and email.

3. **Decision-making policy**:

Decisions will be formed by consensus, as a method of last resort the team leader will decide which course of action to take, after providing a maximum of 2 days for consensus to materialize following a disagreement.

4. Method for setting and following meeting **agendas**

The team leader will be responsible for setting the meeting agenda and keeping team meetings on track. Additionally, through GitHub and slack, members may suggest agenda items for consideration.

5. Method of **record keeping**

Parker Berger will be responsible for taking meeting minutes and transcribing them to the repo after each meeting.

Team Expectations

Team Participation

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

The team lead will assign task, after taking into consideration the skill level and interest level of all team members. Using the Agile project management procedure of estimating time involved for each sub task, Pivotal Tracker will be used to evenly divide the workload among all members of the group.

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

All team members should make active use of Slack for continuing to the group, to each other, and with the team lead.

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

The team lead will be responsible for overseeing overall project progress, and for reassigning tasks and resources as need be.

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

There is one team lead, who will be responsible for overall project management, task assignment, and arbiter in instances of a “hung jury”.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

I agree to attend all required meetings to the best of my ability, and to attend all meetings that I opt-in . I commit to showing up on time, and to participate in meetings to the best of my ability.

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

I commit to applying my best effort to complete team assignments by the deadlines/timelines set. Furthermore, if I feel I can not complete or assignment or finish it by the deadline, I will inform the group/team lead.

3. Expected level of communication with other team members:

I commit to communicating with the team lead once a week, to attend the weekly meetings, and to give a summary of my current work for the week along with a recap of the work I did last week, at each team meeting.

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

I commit to abiding by team decisions and giving my best effort to the tasks assigned to me.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

For personal conflicts between two members of the group, contact the team leader, who will attempt to mediate between the two parties. Failing that, Professor Warren Harrison will be contacted about the issue by the team lead.

For issues affecting the group as a whole, the team leader will be contacted first and attempt to mediate the situation. Failing that a team meeting will be held to resolve the issue, and as a method of last resort Professor Harrison will be contacted.

- 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 suffer the consequences as stated in this contract.*