

GROUP CONTRACT**DATE:** Sep 16, 2022**EXPECTATIONS FROM TEAM MEMBERS**

(e.g., Attend all meetings – Bring cinnamon rolls after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
We'll meet as a team every week at: <u>Fridays</u> for <u>1</u> hrs and at: <u>1:30</u> <u> </u> for <u> </u> hrs	(One to Two team meetings a week is recommended. Your group may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.) Expected to make time available to make up missed meetings.
Be on time and prepared for team meetings. (Both in and out of class time)	If not met then members are expected to make up contributions and workload before the next meeting.
Follow through on commitments made to the team. (May include meeting deadlines to complete a share of the work, reading a paper, etc.)	Pick up more work later on if a commitment is not held.
Contribute to the team voluntarily. (These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)	Write everything down and see who wants to work on each task voluntarily. If someone accepts to do a task but if the expectations not met, it is expected that they make it up.
Welcome and invite contributions by other team members.	<i>(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)</i>
How you define the line between support and plagiarism. (Helpful to play out a scenario, e.g. a group member is stuck with a block of code, how do you deal with that?)	Don't plagiarize! Check the plagiarism (like with Grammarly), before submission.
Each team member will talk for at least <u>15</u> minutes and at most <u>45</u> minutes during a 1-hour meeting.	<i>(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)</i> Bake cookies if you talk too much
(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)	Communicate lots because with only two members it will be hard to monitor the above behaviours. Predetermine progress schedule.

If you've read and agreed with this contract, add your name here:

Banafsheh Khazali

Emmett Collings