# Term Project Contract

## CCDP 2100U Winter 2018

## Team 2

On January 25 of 2018, all members of Team 2 of the class of CCDP 2100U for winter of 2018 shall begin this contract to ensure the success of the term project over the course of the semester. All team members are expected to follow the clauses as stated below and failure to do so will entail subjection to the consequences as stated in this contract: -

## Expectations

1. Attendance: -
   1. Unless an adequate reason for absence is provided, all team members will attend all scheduled classes.
   2. A minimum of half the classes must be attended unless extreme circumstances suggest otherwise
2. Role of team leader: The team leader shall ensure that each member is assigned a task and in the event of decision making processes, solutions are found through consensus.
3. Each team member is expected to actively participate in all group discussions and decisions while also completing the work assigned to them on time. Each member will also be responsible for adopting a positive mindset that encourages everyone to feel comfortable sharing ideas without judgement. Work will be split as evenly as possible based on area of expertise.
4. Roles and Responsibilities: Each team member will be accountable for their designated workload unless complications arise such as time constraints, busy schedule, sickness. If these complications arise another member will be assigned that work and the time restricted member will take over another assignment to make up for the missed work. Work will be given as the project progresses.
5. Communication: -
   1. The main method of communication chosen by the team members is a group chat on Instagram which will be used to record and discuss decisions and research ideas.
   2. For backup communication emails, texts or calls will be used instead of the Instagram group chat
6. As a group, decisions will be made according to a group consensus.
7. Meeting dates will be during class if time permits and other times will be established as needed by group consensus through methods of communication
8. Resources and research will be shared during class if time permits else will be shared on a word document, email or through Instagram. When sharing resources or research notes members must include an IEEE reference for each resource
9. Any problems shall be discussed during group meetings then resolved through consensus
10. Conflict resolution: In event of conflicts, the group leader shall impose a vote on what to do with the matter that shall be resolved by consensus

## Consequences

Should a teammate become disengaged from the rest of the team without adequate notification or reason they should be given a warning, and anything afterwards will be reviewed with the boss (Ricardo Tabone) and a disciplinary action will be taken based on the extent of disengagement.

1. If a member becomes disengaged
   1. The member will be given a warning
   2. A meeting with the team members and Ricardo will be made
   3. The member will be kicked from the group and the remaining work will be divided evenly between the remaining group members
2. If a member becomes hard to reach
   1. The member will be advised at next possible moment of communication
   2. The member will be given a warning
   3. A meeting with Ricardo and the member will be made
   4. The member will be kicked from the group

I understand that I am obligated to abide by these terms and conditions and understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

***Signatures***

Reid Paxton Sian Smith Thomas Da Silva Chris Canton Fareen Lavji