

## Team Contract

Project Team Name: Networked Appetite

	Team Member Name	Email	Phone
1	Aakriti Neupane	<a href="mailto:aakritin7@gmail.com">aakritin7@gmail.com</a>	9841330076
2	Anamika Kafle	<a href="mailto:Kafleanamika123@gmail.com">Kafleanamika123@gmail.com</a>	9861349771
3	Bishwas Ghimire	<a href="mailto:Bishwas.ghm.99@gmail.com">Bishwas.ghm.99@gmail.com</a>	9813830467
4	Mansi Deep	<a href="mailto:deepmansi2017@gmail.com">deepmansi2017@gmail.com</a>	9860565922
5	Gaurab Rana	<a href="mailto:Ericwinty90@gmail.com">Ericwinty90@gmail.com</a>	9868304522

### A. Team Structure:

#### 1. Leadership structure:

- Individual with rotating leadership
- Changes every week.

#### 2. Decision-making policy:

- By consensus (Members are free to give ideas. Each idea is subjected to group discussion and finally group reach to a common decision.)

#### 3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

- Gaurab Rana is the maintainer of team activity.

#### 4. Day, time, and place for regular team meetings:

- Every Tuesday and Friday after regular classes
- Tuesday(11:45-12:30), Friday(8:30-9:30)
- Any available classes in college.

#### 5. Usual method of communication:

- Slack for team conversation and file sharing.
- Google drive for sharing completed work.
- Gmail for any prior notification.

### B. Team Procedures:

#### 1. Method for setting and following meeting agendas:

- Anamika Kafle takes the responsibility to update on meeting agendas. The meeting agenda will be set one day before meeting. It will be notified through Slack, Gmail or in person.

## 2. Method of record *keeping*:

- Team leader of the particular week will take the responsibility of keeping the records and store in a doc file.

## 3. Procedures in the absence of a team member:

- Every member should be present in team meeting unless there is an emergency case.
- In case of absence, the meeting will be postponed to nearest available date.

## C. Team Participation:

### 6. Strategies to ensure cooperation and equal distribution of tasks:

- Each member will be asked about their area of speciality and what task they are interested in.
- Each member will estimate time to complete the task and can ask for help whenever needed.

### 7. Strategies for encouraging/including ideas from all team members:

- Everyone is free to share their own ideas and raise questions.
- Giving feedback about their ideas.
- Creating suitable working environment.

### 8. Strategies for keeping on task:

- Creating a stable routine for work.
- Dividing the work load to team members according to their working ability.
- Fix the deadline for each work in early stage so that the requirement meets the project deadline.

## D. Personal Accountability:

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

- For every meeting and class, attendance is compulsory.
- Full co-operation is needed for every individual in a team.

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

Timelines and deadlines times must be met. In the event that they can't be, this must be communicated in an opportune manner with the goal that the team leader and the members can settle on a choice on the most proficient method to move forward. It is expected however all the deadline will meet.

3. Expected level of communication with other team members:

All the group members are requested to be active on Gmail, Slack or through phone calls. All meetings will have open communication by every individual in a group.

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

All team members will sign and agree to the conditions written in this contract. The majority vote will decide any questions.

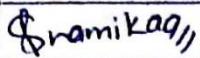

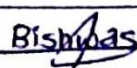
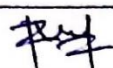

E. Consequences of breach of contract:

- If he/she breach the contract then they will be compelled to complete their respective task within the duration allocated by the team leader and records will be kept about their progress.
- Even after giving this opportunity, if such behaviour keeps on repeating, some serious action will be taken or he/she will be compelled with low marks after week 7.

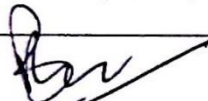
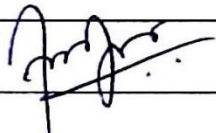
F. Certification by team members:

In appending your signatures below, you are stating that:

- a) You participated in formulating the standards, roles, and procedures of this contract;
- b) You have agreed to abide by the terms and conditions of this contract;
- c) You need to understand that you will be subjected to the consequences specified above and may be subjected to reduction in overall grade in the event in case you don't fulfil the terms of this contract.

Name	Anamika Kafle		
Signature		Date	2020/02/26
Name	Aakriti Neupane		
Signature		Date	2020/02/26
Name	Bishwas Ghimire		
Signature		Date	2020/02/26
Name	Mani Deep		
Signature		Date	2020/02/26
Name	Gaurab Rana		
Signature		Date	2020/02/26

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandey		
Signature		Date	2020/02/26
Name	Arun Lal Joshi		
Signature		Date	2020/02/26