

## TEAM CONTRACT

### Team Members:

- 1) Gabe Gucker
- 2) Eila Dersham
- 3) Rosa Myers

<h3>Team Procedures</h3>
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1. Preferred method of **communication** (e.g., e-mail, text, Discord, face-to-face, in class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

CS246 Team Discord, Team-2 Channel. Text messaging backup in cases where a team member is unreachable through discord.

2. List the contact information you will be using (if other than LCC email or class Discord server):

Gabe Gucker (discord server) or sms: 541-914-9320

Eila Dersham (discord server) or sms: 541-954-5730

Rosa Myers (discord server) or sms: 541-515-5308

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

Decisions influenced by consensus. In the event a team member strongly disagrees, allocate time to further discussion, and either call a vote or find a suitable compromise.

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?):

Meeting agendas will be set collaboratively before meeting with the client. Team members will be notified through the team discord channel leading up to meetings. Future meetings will be scheduled 2 weeks in advance at the end of each sprint meeting. Members will alternate responsibilities to ensure everyone is given chances to participate in every role of the process. Agenda leader will keep the team on track by making sure conversation with clients and between team members is kept relevant and making sure the team plans the next meeting with the client. Use of a timer will assist in time management.

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

Team records will be kept via a combination of shared google docs and a group repository of text files containing notes taken from client meetings. Team members will take turns being responsible for recording notes and assuming different roles.

## Team Expectations

### Team Participation

1. How will you ensure cooperation and equal distribution of tasks?

Team will evenly distribute workloads for sprints via storypoint allocation. The team will also evenly distribute workload so each member can contribute to each element of the product (i.e. everyone will contribute to front end design, backend, planning, etc).

2. What will you do to make sure that all team members are participating in decision making?

The team will ask for each member's input on each topic as it is discussed, making sure each member has their voice heard and can meaningfully contribute to the decision making process.

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

Team members will regularly check Jira status during sprints to ensure they are on track, completing tasks and user stories in order of importance, and presenting ready-to-merge branches by the end of the sprint duration. Team members who may be behind or missing portions of work will be checked on to see if they need help being ready for presentation. At the half-way point of each sprint, team members will get together to discuss progress.

### Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would deal with a team member who is not meeting the obligations of this team contract:

First, the team will speak with that member to check in on progress, if any assistance is needed, or what is hindering progress. Messages will be sent to notify members in discord of upcoming deadlines.

2. Describe what your team will do **if the failure to meet obligations continue**:

If failure to meet deadlines and obligations continue, team members will speak with the professor (Brian Bird) about further action.

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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) Gabe Gucker\_\_\_\_\_date\_\_2/6/2025\_\_\_\_\_

2) \_\_\_\_\_Eila Dersham\_\_\_\_\_date\_\_\_\_2/6/2025\_\_\_\_\_

3) \_\_\_\_\_Rosa Myers\_\_\_\_\_date\_\_\_\_2/6/2025\_\_\_\_\_