BTS630 Team Work Contract Winter 2013

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| Team Number | 6 |
| Team Name | Education++ |

**Deadlines**

Deadlines are determined by each team at the start of the semester and then revised or expanded as required each week throughout the semester.

* Each team member’s work is due 2 hours before each agreed upon deadline
* **Non-compliance**—the team leader or any team member will send an email to the professor titled “Team 6 Deadline issue” with details of the issue, copied to all team members. A file will be kept of all issues and factored into grades at the end of the semester.

**Participation in Meetings**

Teams are expected to meet AT LEAST once per week (not counting meeting with the professor). Meeting can be in person, on line, etc. Each team will determine the frequency/date/time/format of its meetings

* If a team member misses a meeting without notification/reasonable cause OR misses > 3 meetings: the team leader or any team member will send an email to the professor titled “Team 6 Meeting Issue”, copied to all team members. A file will be kept of all issues and factored into grades at the end of the semester.

**Communication**

Each team member must specify communication preferences as per the table below. The other team members must agree with and honor the preferences.

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| **Name** | **Preferred Method & Info** | **Alternate Method & Info** |
| *Husain Fazal* | *Email:* [*husain@fazal.ca*](mailto:husain@fazal.ca) | *Cell: 647-965-3998* |
| *Preshoth Paramalingam* | *Email:* [*contact@preshoth.ca*](mailto:contact@preshoth.ca) | *Cell: 416-315-3337* |
| *Robert Stanica* | *Email:* [*robert@stanica.ca*](mailto:robert@stanica.ca) | *Cell: 416-505-0089* |

* Team members are expected to respond to communication from other team members (using information as per the table above) within 1 day.
* **Non-compliance**—the team leader or any team member will send an email to the professor titled “Team 6 Meeting issue” with details of the issue, copied to all team members. A file will be kept of all issues and factored into grades at the end of the semester.

**Quality/Quantity of Work and “Other” Issues**

Quality and Quantity of work issues should be discussed as a team; and brought to the professor’s attention ASAP if not resolved. All other issues that cannot be discussed/resolved as a team for whatever reason should be brought to the professor’s attention ASAP. ***Please note: The course professor cannot do anything about issues that are brought to her attention “too late” in the semester.***

***Signatures of Team Members to indicate agreement with this contract:***

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| ***Husain Fazal*** | ***Preshoth Paramalingam*** | ***Robert Stanica*** |