

Team Contract

The group contract's intention is to promote academic integrity among the group members. It holds all the details regarding the team structure, procedures, participation, expectations, commitments, and the consequences for breaching the contract which will be followed throughout the project. As it is created in an agreement of all the team members, every member of the team will be held accountable for their actions. The team strictly agrees on the consent and the agreement done by the team members.

Project Team Name: FreshChoice

	Team Member Name	Email	Phone
1	Kritica Shakya	kriticashk@gmail.com	9808906684
2	Ritik Khadgi	hritikkaneki@gmail.com	9860334224
3	Bishwa Thakuri	special1320.bishwa@gmail.com	9805779089
4	Sudip Shrestha	sudipshrestha701@gmail.com	9851103829
5	Pritishma Pradhanang	pradhanang61@gmail.com	9861988956

A. Team Structure:

1. Leadership structure:

Individual leadership will be followed throughout this project.

Kritica Shakya will be leading the team.

2. Decision-making policy:

Our first priority for decision-making would be by consensus.

In case of any disagreement, the decision will be handled by majority of votes.

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

Pritishma Pradhanang will be our team recorder who will be saving screenshots of our meetings and any other recordings regarding the project.

Ritik Khadgi and Bishwa Thakuri will be our team's documentation manager and will be handling all the documentation part of the project.

As the co-ordinator, Kritica Shakya will be the maintainer of the team activity and will be supervising and maintaining all the team schedules and tasks.

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

Regular timing for meeting: 12 PM – 4 PM

Place for team meeting: Online (discord)

Days for team meet: Sunday - Thursday

5. Usual method of communication:

Discord

Discord Link: <https://discord.gg/TeMKmAQyx6>

B. Team Procedures:

1. Method for setting and following meeting agendas:

- Every member of the team is free to bring up different ideas for the agenda during the team meeting.
- All the agendas will be posted in our discord channel which will be pinned as a reminder so that it could be further discussed during the meetings.
- Every meeting will be started by discussing the ideas regarding the agendas in hand so that no agendas will be missed out.

2. Method of record keeping:

- Pritishma Pradhanang will be responsible for recording our team meeting screenshots and time slots along with the project schedule.
- The recordings will be disseminated through discord for all the team members after the team meeting has ended.
- Each member will have a copy of all the agendas and actions and GitHub will be used as storage for back-up file.

3. Procedures in the absence of a team member:

- During the absence of one member of the team, the team meeting will be continued, and all the important discussed matter will be pinned on the discord channel with a short briefing in the follow-up meeting.
- In absence of two or more members the meeting will be further postponed with the discussion for the time of next team meet.
- The absent members will need to notify the team beforehand with a valid reason.
- In case of number of absentees without any prior notice or valid reason he/she will be required to respond to PM along with team members.

C. Team Participation:

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

- Tasks and work responsibilities will be managed by team members and distributed as convenient on the basis of team roles.
- Each team member will be given certain tasks and will also be assisting other team members in their tasks so that each member can share the workload.

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

- For equal participation team members are encouraged for open discussions and raise questions on the given ideas.
- Providing feedbacks on ideas and opinions about the agendas and projects.

8. Strategies for keeping on task:

- Planning a strict schedule and deadlines in each tasks.
- Following the project and team policies for a stable work environment.
- Team leader ensures task maintenance of the team.

D. Personal Accountability:

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

- All members are expected to attend the team meetings regularly except in case of any emergencies.
- It is mandatory to attend the meet by 12:10 PM.
- The attendance should not be less than 72%.

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

- The project/tasks should be met before the deadlines and timelines.
- In unexpected situations, it must be conveyed to the team leader and members so that the team can discuss and complete it as soon as possible. However, it is expected all the deadline will meet.

3. Expected level of communication with other team members:

- Each team member will have open communication in all team meetings and can easily voice their opinions.
- All members are requested to be active on discord, Gmail or through phone calls.

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

- Any decision or task agreed for the project should followed by all the members in the team.
- All the team members will fulfil the timeslots divided for the tasks and add more time if needed.
- All the members are expected to their best on all the tasks given for the project and perform it wholeheartedly.

E. Consequences of breach of contract:




The seriousness of the breach of contract affects the consequences.


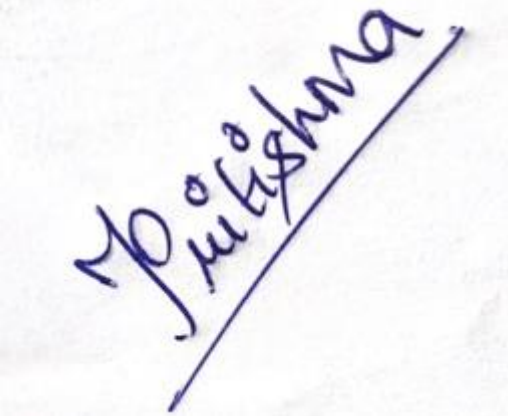
- Low commitment and negligence in the task performed will result in low marks which will be evaluated by the team members.
- The team will be evaluating minor issues on the basis of skill auditing and quality of the work.
- If he/she fails to attend the team meeting and deadlines for more than 3 times without a valid reason and does not answer the call then his/her expulsion from the team will be discussed with the project manager.

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 these terms and conditions of this contract;
- c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

Name	Kritica Shakya		
Signature		Date	05/05/2021
Name	Ritik Khadgi		
Signature		Date	05/05/2021
Name	Bishwa Thakuri		
Signature		Date	05/05/2021
Name	Sudip Shrestha		
Signature		Date	05/05/2021

			
Name	Pritishma Pradhanang		
Signature		Date	05/05/2021

G. Acceptance of contract by tutor:

Name	Rohit Pandey		
Signature	Rohit Pandey	Date	05/05/2021