# Team Contract

This contract has been proposed in accordance with a compact made between the team members that is requisite of an endorsement. This commitment ensures that the members involved in the undertaking of the task at hand are devoted to its successful denouement. The signing of this document is an attestation that the signee by his/her own choice is bound by the terms and conditions incorporated in this compact. This also means that he/she is ready to face the consequences in case of any sort of violation pertaining to the covenant.

Project Team Name: Daily Bread Quintessential (DBQ MART)

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| --- | --- | --- | --- |
|  | **Team Member Name** | **Email** | **Phone** |
| 1 | Rohan Poudel | prohan19@tbc.edu.np | 9808743723 |
| 2 | Utkrista Acharya | autkrista19@tbc.edu.np | 9840795032 |
| 3 | Aashish Kumar Jha | kjaashish19@tbc.edu.np | 9863870646 |
| 4 | Shiva Marasini | mshiva19@tbc.edu.np | 9866574722 |
| 5 | Mamta K.C. | kmamata19@tbc.edu.np | 9804576501 |

## A. Team Structure:

1. Leadership structure:

* Rohan Poudel would assume his role as the primary team leader throughout the undertaking
* Utkrista Acharya will bear the shared responsibility of team leadership with the authorisation of ‘VETO’ power

2. Decision-making policy:

* Pivotal decisions will be made based on a majority vote
* In some cases, the person assuming the shared-leadership role being authorised with the VETO power will have the authority to enforce decisions that are deemed necessary
* Each member’s opinion will be heard, analysed and taken into consideration before reaching any conclusion or imposition made through the enactment of the VETO power

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

* Mamta K.C and Shiva Marasini would assume their role as the team recorder who will be in charge of keeping records of the schedule for meetings and discussions for the plans and agendas
* Aashish Kumar Jha would assume his role as the Documentation Manager commissioned for tasks relating to file-sharing and establishing collaboration sessions whenever necessary
* The primary leader Rohan Poudel and the shared-responsibility team leader Utkrista Acharya would act as the coordinator sustaining team activity providing the members with proper guidance to ensure timely completion of the project

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

* Face to Face in Person meetings (Tareko Maccha- Maitighar Mandala)
* Sunday (8:30-9:30 A.M)
* Tuesday (8:30-9:30 A.M)
* Task-Oriented Virtual Meetings
* Sunday (8:00 - 10:00 P.M.)
* Monday (20:00 - 21:30 P.M.)
* Tuesday (20:00 - 21:30 P.M.)
* Wednesday (20:00 - 22:30 P.M.)

**\*** Meeting Time and Venue are subject to change in accordance with the availability of the venue, the number of team members present and the intensity of the workload pertaining to the tasks at hand. The information relating to it would be notified through discord by the team recorder.

5. Usual method of communication:

* Documentation
* Google Docs
* Google Drive
* Communication Medium
* Discord: URL(<https://discord.gg/2Nzs8veb>)
* Google Meet: URL(<https://meet.google.com/wyy-xwbc-nou?pli=1&authuser=1>)
* Face to Face meeting: Location (Tareko Maccha- Maitighar Mandala)
* File Sharing
* Discord
* Google Drive
* Collaboration Tools
* Visual Studio Live Share
* GitHub URL ([iamutkrista98/DBQ-MART (github.com](https://github.com/iamutkrista98/DBQ-MART))

## B. Team Procedures:

1. Method for setting and following meeting agendas:

* The meeting agendas will be set based on the team consensus
* New agendas associated with the completion of the project will be set every week during meetings
* Every team member has the right to come up with new agendas. But the agenda has to be reported to the team recorder prior to meetings
* The primary team leader will track the advancement of the agendas in particulate throughout the progression of the project

2. Method of record:

* Mamta K.C and Shiva Marasini being the team recorders will be responsible for recording and disseminating actions
* All the tasks oriented towards the discussed agendas will be made available through google drive and stored in GitHub repository for safekeeping and collaboration

3. Procedures in the absence of a team member:

* Meetings will be conducted when at least 3 members will be present (The team leader, shared-responsibility leader and one of the team recorders)
* The absentees need to provide a genuine rationale for their absence before the commencement of the meeting through discord
* A three-strike mechanism has been proposed whereby a member absent during three meeting sessions will be enquired upon by the shared-responsibility leader for the necessary proceedings
* Repeated violation of the aforementioned would obligate the shared-responsibility leader to apprise the primary leader
* The primary leader would then notify the project manager to take actions pertaining to the indictment of the violator
* Additional meetings might be held as compensation for the absentee with valid reasons
* The additional meetings will provide them with an opportunity to clear off a strike for those who have been efficiently carrying out the task assigned to them even during their absence

## C. Team Participation:

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

* Take into account, the preferences of the task, the members would like to perform and its estimated time frame
* A team member allotted with substantial workload could share it with someone with comparatively few tasks at hand
* For someone who fails to complete the assigned task on time, others would step in to complete their task, however, will be compensated by assigning the person with a sizeable task the next time around

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

* Each member’s ideas or suggestions will be heard, analysed and taken into consideration during the meetings before reaching any conclusion
* Their valuable suggestions would be jotted down by the team recorder and might be brought into implementation at a later date if deemed necessary

3. Strategies for keeping on task:

* The team members should report the progress made on the given task through discord within a time frame of 24 hrs to track down an overall progress
* This will allow the team to build up strategies to complete the task in the given time frame and whether or not others need to step in

## D. Personal Accountability:

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

* Attendance, punctuality and participation is of utmost importance
* At least 80% attendance is expected from the team members
* The team meetings expect active participation from the members during discussions

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

* If the deadlines are not met by a particular member of the team, then another one will step in to assist taking the severity of the impact made on the overall progress of the project into consideration
* They may also be excluded from a team meeting to complete the tasks priorly assigned
* Sincerity is of its utmost essence in performing tasks within a given time frame, so the member has to be held accountable for his/her actions
* They should believe that they are culpable in hampering the overall efficiency of the team to complete the project on time

3. Expected level of communication with other team members:

* Members are fully accountable to maintain distinct and professional communication with other team members throughout the project
* The accountability of the member is relevant and best depicted as the means to encourage their fellow team members to work collectively to achieve a common goal

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

* The team members are expected to be committed
* The members are expected to show full dedication towards the decisions made and abide by them and fully focus on their common goal i.e., the completion of the project in its entirety
* The team members should also be readily available in supporting and encouraging their fellow members in times of need and make their presence felt

## E. Consequences of breach of contract:

In case of any violations pertaining to the covenant, the following actions will be taken against the violator

* The violation of the three-strike policy i.e., being absent for 3 meeting sessions will result in the shared-responsibility leader being notified
* The violators would be given a chance to justify their absence with an attestation that they are still dedicated to the project. The additional meeting sessions will provide the violators with the opportunity to clear off a strike with a coherent display of them carrying out the task assigned even during their absence with steadfast loyalty
* The violators with an acute violation history will be considered non-cooperative, unreliable and would be brought in for questioning by the primary team leader
* It’ll be up to the team leader on whether to notify the project manager for a possible indictment of the repeated violator or to keep them on the radar, forbidding them to appear for the final presentation and portfolio submission
* The violators will be deprived of their right to raise any questions concerning poor peer observation scores

## F. Certification by team members:

In appending our signatures below, we are stating that:

a) We participated in formulating the standards, roles, and procedures of this contract;

b) We have agreed to abide by these terms and conditions of this contract;

c) We understand that we will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that we do not fulfil the terms of this contract.

