**Team Contract**

ISYS 635: MIS Project Management & Implementation

*Section-602, Group-3*

**Rationale:**

Through decades of experience, team contract has proven to be essential to team building. Goals and milestones of the project are clearly defined along with timeline and due date. The contract provides set of rules that are drawn by mutual consent. Any breach of the contract will incur penalties and punishments that are agreed upon. It defines the ethical code for the project.

In brief, the contract is an agreement on the behavior, participation and contribution of the members to the project. It defines the forming, storming and norming, performing and transforming stages. Provisions are made for emergencies and excused absences. Communication methods are defined and will be adhered to. The contract also acts as a proof of person accountable for each deliverable.

**Project Team Name:**

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| --- | --- | --- | --- |
| **S.No.** | **Team Member Name** | **Email** | **Mobile Number** |
| 1. | Abeer Katiyal | abeer.katiyal@tamu.edu | (206) 693-0594 |
| 2. | Aditya Purandare | apurandare@tamu.edu | (979) 985-7131 |
| 3. | Sneha Chandrashekaraiah | sneha.c@tamu.edu | (979) 985-7128 |

1. **Team Structure**
2. Leadership structure: Team will follow rotating leadership policy, wherein the role of leader will be rotated in a phase-wise manner, based on individual expertise.
3. Decision making policy: Based on inputs from the team members, the leader of the phase makes the final decision.
4. Team recorder/documentation manager/maintainer of all required turn-ins: Abeer Katiyal
5. Day, time and place for regular team meetings: Monday and Thursday from 5:30pm – 7:30pm at the West Campus Library, Texas A&M University.
6. **Team Procedures**
7. Usual method of communication: Communication will take place over email (primary), cell phones and Slack. Aditya Purandare will be manage
8. Methods of sharing documents: We will use eCampus, Trello and email.
9. Method for setting and following meeting agendas: Phase leader (PL) will set agenda of the meeting and will notify team members about it and any changes that may occur.
10. Method of record keeping: Sneha Chandrashekaraiah will be responsible for recording, disseminating minutes of meeting (MoM) and time keeping. She will forward MoM to the document manager.
11. Procedures in the absence of a team member: All members must be present at all team meetings. Every resource will have a shadow resource for his/her task.

**C. Team Participation:**

1. Strategies to ensure cooperation and equal distribution of tasks: Leader will assign tasks on Trello board (Agile board), based on resource skillset and will be responsible for evenly distributing workload.
2. Strategies for keeping on task (task maintenance): Scrum meetings will be held twice a week to ensure progress is made in timely manner and enforce transparency between team. Phase leader will review the updates and ensure the resources are on the right track.
3. Rewards: Team meal after phase completion.

**D. Personal Accountability:**

1. Expected individual attendance, punctuality and participation at all team meetings: 100% attendance and participation in the meeting from every team member. Every team member has to be punctual.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: Each member is fully responsible for tasks assigned to them to be completed within stipulated time frame.
3. Every team member participates in an honest peer evaluation at the end of the project. For every phase, all team members will participate in an honest phase evaluation at the end of phase.

**E. Consequences for Failing to Follow Procedures and Fulfil Expectations:**

1. Policies for handling infractions of any of the obligations of this team contract:

If a team member infracts, they must buy the other team members a meal from the food court for lunch.

1. Policies for handling infractions, in case the infractions continue:

They must pay for another meal from the food court, and they must cover printing costs for the rest of the term.

1. Policies for filing formal complaint to the professor:

If a team member infracts more than 4 times, a formal complaint will be filed to the professor.

1. Conflict resolution:

If a dispute arises within the team then, a decision is made by calling for vote on the conflict. Personal disputes of any kind shall not be entertained.

**F. Amendment to Contract:**

1. Request for amendment to the contract:

Any member of the team can request for an amendment to the contract provided they can justify the reason behind it.

1. Provision for amendment to the contract:

If a request is made, a team meeting will be held. The case is presented to the professor only if the team agrees unanimously on the changes to be made.

**G. Certification by Team Members:**

In appending your signatures below, you are stating that:

* I participated in formulating the standards, roles, and procedures as stated in this contract.
* I understand that I am obligated to abide by these terms and conditions.
* I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

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