



CIS 432 - Web-Based Systems

Team Contract



Term 2 - 2021/2022

Project Name: Flora Land

Section: 1 (CS Major)

Group on Blackboard: 1

Member Name	ID
Afraha Shaahid	2190009057
Dalia Alzahrani	2190005273
Dana Alotaibi	2190004188
Fatima Alnasser	2190003750
Maram Alfaraj	2190001583
Nouf Alali	2190004010
Shahad Alfaddagh	2190002162
Rahaf Alhajri	2190002465

This Team Contract has been designed to establish procedures, terms of group conduct and co-operation that we all agree on. It goes without saying, all the team members shall negotiate and communicate effectively to reach the desired quality of work and successfully complete the project.

Participation: We agree to....

Work on this project as a team where every member participates equally, and the thoughts and ideas of each member are taken into consideration. We agree to respect any idea or suggestion with an open mind and without judgment. We agree to fully contribute to this project as a team and focus on the team's goals rather than personal or individual goals.

Communication: We agree to...

Regarding the basis of our communication, we agreed that each member's opinion and vision matters to the group, and that each member should speak their mind freely as long as it is respectful and subjective. For critical decisions the agreement of all team members is required. The daily communication between the group members and the minor decisions will be held through WhatsApp or through Email.

Meetings: We agree to....

Due to covid 19 pandemic restrictions, we are conducting our meetings online on zoom. Each team member will communicate effectively and be given a chance to put forth her point of view in the meeting. Additionally, a summary will be shared on WhatsApp of the important points discussed during meetings. Lastly, everyone can save their discussed answers on shared Microsoft word.

Conduct: We agree to...

Make space for every member to interact and share their ideas. We agree to have regular checkups on our work and make sure every member understands their part. We used a shared word document hence any modifications will be added immediately, also if any team member had an excuse, we make sure to provide a summary of the meeting conducted. We agree to support and help each other.

Conflict:

All the team members have different perspectives and each one contributes a different aspect of knowledge to the team thereby improving problem solving and performance. However, there may be situations when differences can lead to conflicts which need to be tackled carefully. We agree to identify and resolve conflicts between team members in the following ways:

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- Accept the early signs of any conflict and timely resolve it in order to prevent its impact on the productivity of the team.
 - During a conflict, we shall try our best to respect and listen attentively to each one's point of view, look at the positive intent of colleagues, have a mindset of curiosity and conduct a bias-free discussion.
 - We shall try to come up to a conclusion in a calm and rational manner.
 - Lastly, if things spin out of control, the team leader will be responsible for designing a strategy to solve the issue.
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Deadlines: We agree to...

We agree to respect the deadlines and submit the milestones before the expected deadline dates. Furthermore, we agree to have a fake deadline for our team so we can finish each milestone before the exact deadline which will give us the chance to proofread the file to make sure that there are no spelling or grammatical mistakes or missing parts thereby reducing the chance of errors and losing marks. This strategy will also help us to avoid any unexpected technical problems that we might face.

Team Member's Name	Team Member's Signature
Afrah Shaahid	
Dalia Alzahrani	
Dana Alotaibi	
Fatima Alnasser	
Nouf Alali	
Shahad Alfaddagh	
Rahaf Alhajri	
Maram Alfaraj	