## **Team Contract**

A **Team Contract** is a document prepared by each team prior to starting work on group projects.  Students should be held accountable and responsible for their own actions.  Students will develop their own "rules of engagement" through development of a Team Contract.  This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members.  The contract should be developed and signed BEFORE starting the actual course project.  **For the Team Contract to be valid, provide the signed and dated original contract to me by the specified deadline on your course schedule.**  **Give a photocopy of the original to each group member for their records.** This document is more for your group than it is for me so feel free to tailor it to your group's needs.

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# **Project Team Name:** Casper

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|  | **Team Member Name:** | **E-Mail** | **Telephone/Other Contact Info** |
| 1 | Jeongsoo Kim | jkim3086@gatech.edu | (509) 212 8112 |
| 2 | Lovissa Winyoto | lovissahuigita@gatech.edu | (360) 820 9247 |
| 3 | Raghav Kaul | rkaul7@gatech.edu | (770) 842 3563 |
| 4 | Sarthak Mohapatra | smohapatra30@gatech.edu | (404) 519 5990 |
| 5 | Ernest Lai | [ernest.lai@gatech.edu](mailto:ernest.lai@gatech.edu) | (770) 265 6293 |

**A. Team Structure:**

1. **Leadership structure (individual, individual with rotating leadership, shared):**

Ernest is our team point of contact, but our project leadership is rotating with respect to individual technological expertise.

1. **Decision-making policy (by consensus? by majority vote?):**

Decisions have to be made by consensus.

1. **Who is the team Recorder/Documentation Manager/Maintainer of all required turn-ins?**

Lovissa Winyoto.

1. **Day, time, and place for regular team meetings:**

Our team meetings will occur Tuesday or Thursdays at 10am, depending on group member availability and the course structure. For example, work assigned on Wednesday calls for a Thursday meeting.

1. **Usual method of communication (e.g., e-mail, cell phone, wired phone, in person):**

We plan on communicating through group messaging via GroupMe.

**B. Team Procedures:**

1. **Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting?)**

Team leader will be in charge of setting each agenda. Agendas will need to be sent before the meeting via email. Round robin who is in charge of ensuring the team follows agenda.

1. **Method of record keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?**

Lovissa Winyoto

1. **Procedures in the absence of a team member: (will the team meet with one member absent, or must all members be present?):**

Meeting will still be conducted if at least 4 out of 5 team members are present. The remaining

**C. Team Participation:**

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

The active workload will be shared with all group members, each of whom is expected to actively contribute.

1. **Strategies for encouraging/including ideas from all team members (team maintenance):**

We will ensure that every team member makes at least one contribution, verbal or otherwise, per meeting.

1. **Strategies for keeping on task (task maintenance):**

We will use the agenda and have time deadlines for each item on the agenda. For example, “Initial Contact team email” might take 2 hours.

**D. Personal Accountability:**

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

Attendance and punctuality is flexible with the expectation that absences and lateness will not be excessive or substantially disrupt the meeting’s work environment.

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

Each team member is individually responsible for their component of an assignment. Substantial deviations or problems will be accounted for in final peer evaluations.

1. **Expected level of communication with other team members:**

Each team member is responsible for communicating problems as they arise with project design and implementation, as well as communicating to everyone any expected deviations from the schedule (lateness, absence).

1. **Expected level of commitment to team decisions and tasks.**

Team decisions are made by consensus, and therefore team members are expected to be fully supportive of any decisions made by the team.

**E. Consequences of breach of contract:**

Our team will conduct peer evaluation as part of this project, using the table included in the appendix.

1. **Policies for handling infractions of any of the obligations of this team contract:**  
   Unexcused absence from team meeting - Absent individual has to meet with team leader  
   Missing a deadline - Absent individual has to meet with team leader
2. **Policies for handling persistent infractions:**Persistent unexcused absence (>1) from meetings - Team discussion about individual’s responsibilities. Also, use peer evaluations.

**F. Certification by team members:**

In appending your signatures below, you are stating that:

1. *You participated in formulating the standards, roles, and procedures of this contract;*
2. *You have agreed to abide by these terms and conditions of this contract;*
3. *You understand that you will be subject to the consequences specified above and may be subject to reduction in overall course grade in the event that you do not fulfill the terms of this contract.*

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| Printed name: | Raghav Kaul |  |  |
| Signature: |  | Date: | 08/27/2015 |
| Printed name: | Jeongsoo Kim |  |  |
| Signature: |  | Date: | 08/27/2015 |
| Printed name: | Ernest Lai |  |  |
| Signature: |  | Date: | 08/27/2015 |
| Printed name: | Sarthak Mohapatra |  |  |
| Signature: |  | Date: | 08/27/2015 |
| Printed name: | Lovissa Winyoto |  |  |
| Signature: |  | Date: | 08/27/2015 |

**G. Acceptance of contract by faculty:**

This contract does not take effect until it is accepted by the supervising faculty of senior design as evidenced by their signatures below:

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| --- | --- | --- | --- |
| Printed name: |  |  |  |
| Signature: |  | Date: |  |
| Printed name: |  |  |  |
| Signature: |  | Date: |  |

**H. Peer Evaluation Form**

This contract will be used by all team members except the one being evaluated. It should anonymous and the average points should be used to determine the grade deduction.

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| Be nice! | (2) Always/almost always | (1) Sometimes | (0) Rarely/never |
| 1 - Did an effective job of leading/setting the agenda during required milestones |  |  |  |
| 2 - Had a fair level of contribution in terms of hours and quality of work for project |  |  |  |
| 3 - Was punctual at meetings and generally a nice person |  |  |  |
| 4 - Effectively communicated with the group |  |  |  |
| 5 - Completed and submitted deliverables including demos and milestone components on time |  |  |  |

We average the group’s scores for an individual. The scores can range from 0-10. Subtract the score from 10 and take that many points off an team members’ final grade for the project.