Appendix A: Team Contract Template

This is an informal contract to ensure that all team members have a common understanding of what is expected in terms of work standards, communication, division or work, and conflict resolution.

Team Members (Name & ID)

	Name	Student ID
Member A:	Marcus Bloomfield	2264053
Member B:	Joseph Lehman	2268268

Strength & Weaknesses

Within the context of this project, what are the strengths and weaknesses that each member brings to the team?

Member A: Critical thinker, committed to the project, procrastination.
Member B: Good problem-solving skills, hardworking, often over critical on my work,

Definition of "good enough" for this project

What would the team collectively consider "good enough" of an achievement for the project?

(One response for the whole team)

Fully functional, no bugs or crashes, decent looking user interface, good OOP practices, utilization of all OOP pillars.

Picked Topic

 Topic 4: Personal Finance Tracker

Division of work

How will each member contribute to the project?
Member A: Most of the WPF interface
Member B: Most of the object oriented programming

Frequency of communication

How often will the team be in touch and what tools will be used to communicate?
Around 3 times a week, on discord.
Response delays
Busy with other projects or personal situations, work.
What is a reasonable delay to reply to messages? Is it the same for weekdays and weekends?
Half a day on weekends (because of work), and within 2 hours on weekdays

Receiving feedback

Each member must provide a sample sentence for how they would like to receive constructive feedback from their peers.
(If unsure, assume a hypothetical situation such as you have not completed your work in time or you have not replied to a message in a timely manner).

Member A: Let me know if something is lacking, and I'll get on it.
Member B: Communicate to me if there is something you notice that I should improve or that I'm doing wrong in a respectful manner.

In case of conflict

If a team member fails to communicate as described in this contract or does not respond to constructive feedback, what measures should the other teammate take?

Talk to the teammate about it to try and resolve the issue in a peaceful manner. If there is no collaboration, reach out to the teacher to say that the teammate is not cooperating and explain the situation.

(One response for the whole team)