

Team Contract

This contract was made for the 'Organocity' team of 'The British College' to initiate their project of 'Project Management' module. The main purpose of this contract is to maintain balance and ensure the equal participation and involvement of all the team members of the group.

Project Team Name: Organocity

	Team Member Name	Email	Phone
1	Amit Kumar Karn	amit.karn98@gmail.com	9816810976
2	Saurav Shrestha	sauravshrestha28@gmail.com	9803340359
3	Kritika Thapa	thapakritika019@gmail.com	9813135616
4	Yogesh Shrestha	Yogess.stha63@gmail.com	9860411254
5	Ram Babu Shah	rambabushah@hotmail.com	9860927134
6	Saugat Adhikari	Saugat98adhikari@gmail.com	9803224567

A. Team Structure:

1. Leadership structure

- Our team will have a shared leadership structure between two members i.e. Amit Karn and Saurav Shrestha.
- Having a larger group, two leaders will be necessary to ease the pressure which will help the leaders to focus on their primary roles more.

2. Decision-making policy

The decisions of the team will be made via majority vote on most of the topics.

Team's consensus will be used where required.

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

Amit Karn will be the team recorder, Kritika Thapa will be the documentation manager and Saurav Shrestha will be the maintainer of the team.

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

There will be 3 team meetings per week: A mandatory one on Sunday at 11:00 am and the other two will be held appropriately after the end of regular classes throughout the week where majority of members are present to attend the meeting. All meetings will be held at The British College and a secondary place will be decided if the college is not available.

5. Usual method of communication (e.g., e-mail, whatsapp, slack etc.):

The main method of communication will be Slack. Some form of communication will also be done via Google Mail and transferring files and project related data will also be done through Slack and Google Drive.

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?*):

Meeting agendas will be set by Saurav Shrestha and Kritika Thapa. The agendas will be set on Saturday and other days if they cannot be covered fully on the decided dates. Each member will be notified and reminded via Slack and phone calls. Amit Kumar Karn and Saurav Shrestha will be responsible for directing the meeting.

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

Amit Karn and Saurav Shrestha will also be responsible for recording the project's progress data as well as disseminating actions to the group members equally. The actions will be disseminated according to the potential as well as consents of the team members during the team meetings primarily on Sundays. The agendas and actions of the projects will be stored using a software called Microsoft Project.

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

A team meeting will take place if at least 4 members are present with the absentee(s) needing to put forth a reason for their unavailability and the absence needs to be approved by the team.

C. Team Participation:

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

The members will put forth what parts they are most likely to work on and those roles will be assigned to the members accordingly. After which, the remaining parts of the project will be analysed by the team and assigned appropriately by observing how much and how difficult a members' part is and how much the member can handle.

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

Sunday will be a mandatory team meeting where majority of the team members will be present. This will include a brainstorming session where all members present will put forth ideas and those ideas will be evaluated by all members. The ideas that get majority vote will be applied in the project.

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

Meeting will be essential for the task to be completed as they will act as a check point for all task being handled by the members. Each member will need to show how much they have completed of their given task and how much more time is needed for them to complete the task. If a task proves

too much for a member, the work will be divided and handed off to other team members who are able to take on the additional work.

D. Personal Accountability:

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

Each member is expected to attend every meeting. Meetings can only be skipped if the member gives a reason (particularly medical reasons) prior to the day of the meeting which is approved by the team. Scanned proof of the reason (such as medical bills) for being absent must also be provided to the team's digital storage facilities. All members are expected to be punctual to the meeting time with delays of up to 15 minutes being accepted. Longer than a 15-minute delay needs an appropriate reason. A member can also inform the group that a delay might occur prior to the meeting. Each member needs to have at least 80% attendance on the group meetings.

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

Members must show professional level responsibility while performing their tasks and always meet the deadlines. All requirements that need to be fulfilled must be completed before handing the task to the group. All tasks need to follow a specific timeline of which one day of leniency will be allowed. All tasks done should have a professional look to them.

3. Expected level of communication with other team members:

There must be a high level of communication between members both in person as well as on the Slack app. If a member is asked something, a reply should be given within 1 hour.

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

As almost every decision of the team will be made by majority vote, a member is expected to be highly committed to whatever task is assigned to them. Assigned tasks must be fully completed and members should consult the group if they require assistance.

E. Consequences of breach of contract:

What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?

In the case of the member deviating from the contract, the member(s) will have to state their reason in front of the team and a chance will be given to the member(s) if decided by the team after which if the same member(s) deviate from the contract again, the matter will be subjected to verdict by the project manager.

F. Certification by team members:

In appending your signatures below, you are stating that:

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

Name	Amit Kumar Karn		
Signature		Date	3/1/2020
Name	Saurav Shrestha		
Signature		Date	3/1/2020
Name	Kritika Thapa		
Signature		Date	3/1/2020
Name	Yogesh Shrestha		
Signature		Date	3/1/2020
Name	Ram Babu Shah		
Signature		Date	3/1/2020
Name	Saugat Adhikari		
Signature		Date	3/1/2020

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandey		
Signature		Date	