**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) \_\_Andrew Christensen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) **\_\_\_**Kyle Hopp**e**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_James Powell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_Quiante Swearingen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

E-Mail, Text, or Facebook

1. List the contact information you will be using:

Andrew: Phone – 458 – 205 – 1118 Email – [andreweskild@gmail.com](mailto:andreweskild@gmail.com)

James: Phone – 541-521-3219 Email – [james\_e\_powell@live.com](mailto:james_e_powell@live.com)

Kyle: Phone – 541-337-0554 Email – [KJH12@aol.com](mailto:KJH12@aol.com)

Quiante Swearingen - 541-337-5208 Email – [Karrill29@gmail.com](C:\\Users\\karri_000\\AppData\\Local\\Temp\\Karrill29@gmail.com)

1. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

Majority Vote, with Leader override

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? What will be done to keep the team on track during a meeting?):

Predefined agreed schedule times, as well as class time. Using a Google sheets we'll create a running list of tasks to complete in each meeting along with their priority.

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Using Google sheets to keep track of topics covered.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

Using Github

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

Clear, complete, and done on time. Honest peer reviews, with open critique of issues, and willingness to change things that need changing. Keeping peer reviews constructive and helpful.

* 1. **Strategies** to fulfill these standards:

Keeping a tasklist with due dates, to keep on task. Reviewing each other's work to ensure it meets the standards. Keeping high communication standards

**Team Participation**

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

Using Pivotal Tracker to keep track of task difficulty, priority, and making sure things are getting done on time.

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

Brainstorming sessions to share different ideas and opinions on the direction of the project

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

Using Pivotal Tracker, and making sure we keep on topic during meetings, following meeting agendas

1. Preferences for leadership (informal, formal, individual, shared):

Shared leadership for most situations, with a designated leader to make the final call in conflicts that can not be resolved.

**Personal Accountability**

1. Expected individual attendance and participation:

Attending all class meetings, with notice ahead of time if someone isn't going to be able to make it to class.

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

Everyone is expected to complete their assigned tasks by the deadline. Notification should be given if something is harder than expected or they are behind.

1. Expected level of communication with other team members:

Members should respond to messages within 24 hours, near deadlines should respond within 8 hours.

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

Team members should be expected to voice their opinions, and should abide by decisions once they have been made.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Keep a record of infractions, bring it to the attention of the team member that they are affecting the rest of the team.

1. Describe what your team will do **if the infractions continue**:

Bring the issue to the attention of the teacher.

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

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_