TEAM CONTRACT

Document history

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Changes | Valid from |
| 1.0 | 19-Jul-2016 | Changming Wu | Edit | 19-Jul-2016 |

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# Purpose

The purpose of this team contract is to define and commit to the guidelines that will help strengthen the quality improvement team.

# Expectations of Team Members

The team will help establish and maintain ground rules, lead and participate in team meetings, attend and participate in all team building events, and provide feedback to the facilitator and/or team leader about any improvements needed in the team building process.

* Team members pledge to follow this team contract.
* Team members will work together to complete group work and labs.
* When meetings are established, team members will do their best to attend and come prepared and on time.
* If problems arise, they will be discussed with all team members.
* Each team member must have input at every meeting.
* No member will have a permanent job as jobs will be flexible and go with each person’s strengths.

# Group Organization

* Team meetings to be scheduled on every Tuesday 11 am – 11:30 am.
* Project team should have a meeting with Project Advisor every week.
* Check email/Viber regularly and stay in contact with team members.
* Minimize absences and inform team members prior to absence.

# Contact list

|  |  |  |
| --- | --- | --- |
| Name | Email | Phone |
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# Document filing

All materials and deliverables shall be stored in Github. Through using Github, project members are not only able to access the work product, but also they can backup appropriately and write comments for each changed.

Path: https://github.com/patrickcura1989/Weltec-Project

# Meeting Format

* Focus on current task and work to accomplish it before moving on to other business.
* Work efficiently during team meetings and minimize tangent conversations.
* Major decisions always involve three or four team members present.
* Keep team members informed as to all important issues and concerns – no surprises.
* Any divisive issues are to be discussed thoroughly before any voting is done.
* Document all group discussions and collective ideas.

# General Guidelines

* Address personal or work problems as they arise.
* Always turn in journals and remind other team members to do so.
* Divide work fairly and discuss any problems.
* Arrive at class meetings on time and be prepared to work.
* Be open to all new ideas.
* Keep good documentation of your work and distribute it to others.
* This team agreement is open to modification and will be reviewed regularly.

# Confidentiality

The project team

* shall keep the confidential information confidential, do not copy or disclose it to any other person;
* acknowledges the confidential information is provided solely for the Purpose and shall not use the confidential information for any other purpose;
* agree that disclosures to other project participants will occur only with the written permission of the other  party, and,
* shall not at any time assert any rights in respect of, or contest the discloser's ownership of, the confidential information; and
* shall return or destroy all confidential information in its possession at the Discloser's request.

The signatories below hereby release the project to begin the development phase.

|  |  |
| --- | --- |
| Project Manager, Test Manager  Changming Wu | Signed:  Date: |
| Database Specialist, Tester  Hardik Kansara | Signed:  Date: |
| Web Developer, Tester  Kwinno Pineda | Signed:  Date: |
| C# Developer, Tester  Patrick Cura | Signed:  Date: |