

TEAM CONTRACT (CPSC 544)

Team Name: Campus Security

Team Members:

1. Luke Basso
2. Timo Eckmann
3. Aleksandr Volosiuk

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - Tuesdays @ 3:00pm (online for 30-60 mins)
 - Thursdays @ 10am (in-person for 60-90 mins)
 - Sundays @ 7pm (online for 30-60 mins)
2. Single primary team **communication method and response time**, specifically for informing each other of team meetings, announcement, updates, reminders, problems. All members agree to check and respond to this medium regularly (at the response-time interval at minimum, e.g. 2-3 times /day on weekdays) to keep themselves up-to-date (e.g., slack, e-mail, phone, face-to-face, in a certain class):

Communication method: Slack

Response interval: 2-3 times/day

Response time: ~5 hours during work hours

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

Seeing as our group only has 3 members, we will attempt to reach decisions by consensus. If this proves to be too difficult for a given decision a vote will be taken where the majority is used.

4. 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?):
 - Meetings will be scheduled via Google Calendar
 - Agendas will be attached to associated meetings
 - Agendas will consist of action items from prior meetings
 - Members will be able to add 1-2 items to an agenda
 - Each meeting will be run by one rotating team member
 - Meetings begin with action items then additional items

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? Will the responsibility rotate? How & when will the minutes be disseminated? Where will agendas, minutes be kept; as well as other project documentation?):

- Meeting minutes will be taken by one rotating team member
- Meeting minutes will be published immediately following meetings
- Meeting minutes will be published to our shared Google folder

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.):

Our team aims for a high, yet realistic level of quality for all relevant project deliverables. We are all busy individuals and understand that some deliverables will be of a higher quality than others. Our main focus is to learn and apply best practices, not to achieve perfect grades.

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

- Using meetings as a way to go over work requirements
- Ensuring each member fully understands requirements
- Equally dividing the work amongst team members
- Publishing all in-progress work to shared project folder
- Providing continuous feedback on all in-progress work
- Assisting members when they request help or feedback

Team Make-up

1. Please list each team member's skills as they can contribute to the team/project

Luke Basso:

- Experience working in teams and delivering projects
- Experience working with design teams to build UI's
- Experience collecting user data via A/B testing methods
- Experience leading and managing engineering teams

Timo Eckmann:

- Experience in building usability tests
- Experience in evaluation of mock-up tests
- Experience in data visualization and analysis
- Experience of agile project management

Aleksandr Volosiuk:

- Human-machine systems analysis and design
- Human-centered design, task analysis, human-system integration, UX research, usability testing, data analysis and visualization

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks on an on-going basis:
 - Using meetings as a way to go over work requirements
 - Ensuring each member fully understands requirements
 - Breaking down deliverable requirements into tasks
 - Tracking to do and in-progress tasks via Trello board
 - Equally dividing the tasks amongst team members
 - Assisting members when they request help or feedback
2. Strategies for encouraging/including ideas from all team members (team inclusiveness):
 - Ensuring that every member gets an opportunity to speak
 - Conflict is encouraged as long as it is constructive
 - Absolutely no dismissal of ideas, thoughts, or emotions
3. Strategies for keeping on task (task maintenance):
 - Breaking down deliverable requirements into tasks
 - Tracking to do and in-progress tasks via Trello board
 - Prioritizing tasks in terms of importance and timing

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

Leadership in our team will be a semi-formal and shared endeavor. If a team member adds an item to a meeting agenda, it will be expected that they lead the discussion on that topic for the allocated time. On the other hand, all administrative and planning tasks will be shared.

Personal Accountability

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

All team members will be expected to attend every meeting on time, with the exception of our optional Sunday meetings. It is expected that everyone will contribute to the discussion.

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

All team members will be expected to complete the tasks that have been assigned to them on the Trello board in a timely manner. Help, if required, should be requested early and often.

3. Expected level of communication and responsiveness with other team members:

All team members will be expected to check Slack 2-3 times per day, contribute equally to discussions during team meetings, and respond timely to any questions asked of them.

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

All team members will be expected to complete the tasks that have been assigned to them on the Trello board in a timely manner. Help, if required, should be requested early and often.

Consequences for Failing to Follow Procedures and Fulfill Expectations

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

If any of this team contract is violated, then a discussion with that person or persons will be set up to inquire as to why this occurred.

2. Describe what your team will do **if the infractions continue after discussion**:

If continued contract violations take place then the discussion will be elevated to the level of the TA and, eventually, the professor.

SIGNATURES =====

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
b) *I understand that I am obligated to abide by these terms and conditions.*
c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) Luke Basso

DATE September 15, 2023

2) Aleksandr Volosiuk

DATE September 15, 2023

3) Timo Eckmann

DATE September 16, 2023