**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) Hyrum Hovey

2) Patrick Brister

3) Mike Rios

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| **Team Procedures** |

* 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:

Discord, E-Mail, Slack

* List the contact information you will be using:

Hyrum Hovey: Zeciolen(Discord), hyrum\_hovey@Live.com(email, Slack)

Mike Rios: mrrtechnical@gmail.com(email, Slack)

Patrick Brister: Ryu Oakheart(Discord), patrick.b.student@gmail.com

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

Consensus through a unified idea.

* 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?):

Hyrum will be incharge of creating and aranging meeting and reminding everyone.

Setting up a list of what we want to cover each meeting and giving each item a decent amount of time to discuss, unless we start really developing one idea.

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

A combination of chats through Slack and Google Docs.

* 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 Unitys built in collab feature.

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| **Team Expectations** |

**Work Quality**

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

Things that are brought to the group should always be polished enough to do a demo, and if they do get stuck they understand the problem and aren't expecting someone else to fix.

* **Strategies** to fulfill these standards:

Meet with the group a day or two before something is due to go over what we're stuck on or what might need to be inproved.

Being open with the group about what we might not be the strongest on.

Keeping all of our programs at the same update level.

**Team Participation**

* Strategies to ensure cooperation and equal distribution of tasks:

Spliting work amongst us depending on how long we think the tasks might take.

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

Using Slack as an open forum for presenting and discussing ideas, and if this turns out to not work using an open Google Doc.

* Strategies for keeping on task (task maintenance):

Constant updates on our Slack page.

* Preferences for leadership (informal, formal, individual, shared):

Will be decided when we get a more solid grasp on out project.

**Personal Accountability**

* Expected individual attendance and participation:

Always being on time, and if you do have to make miss you give plenty of notice.

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

Everything should be done on the agreed upon time, but always be open if you get stuck and need more time.

* Expected level of communication with other team members:

Open communication, always staying up to date with everyone.

* Expected level of commitment to team decisions and tasks.

Never agreeing to a task if we all don't agree 100%.

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

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

Talking to that team member about their commitment to the project.

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

Find a way to move that team member out of the project.

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

1) Hyrum Hovey Date: 2/12/2018

2) Patrick Brister Date: 2/12/2018

3) Mike Rios Date: 2/12/2018