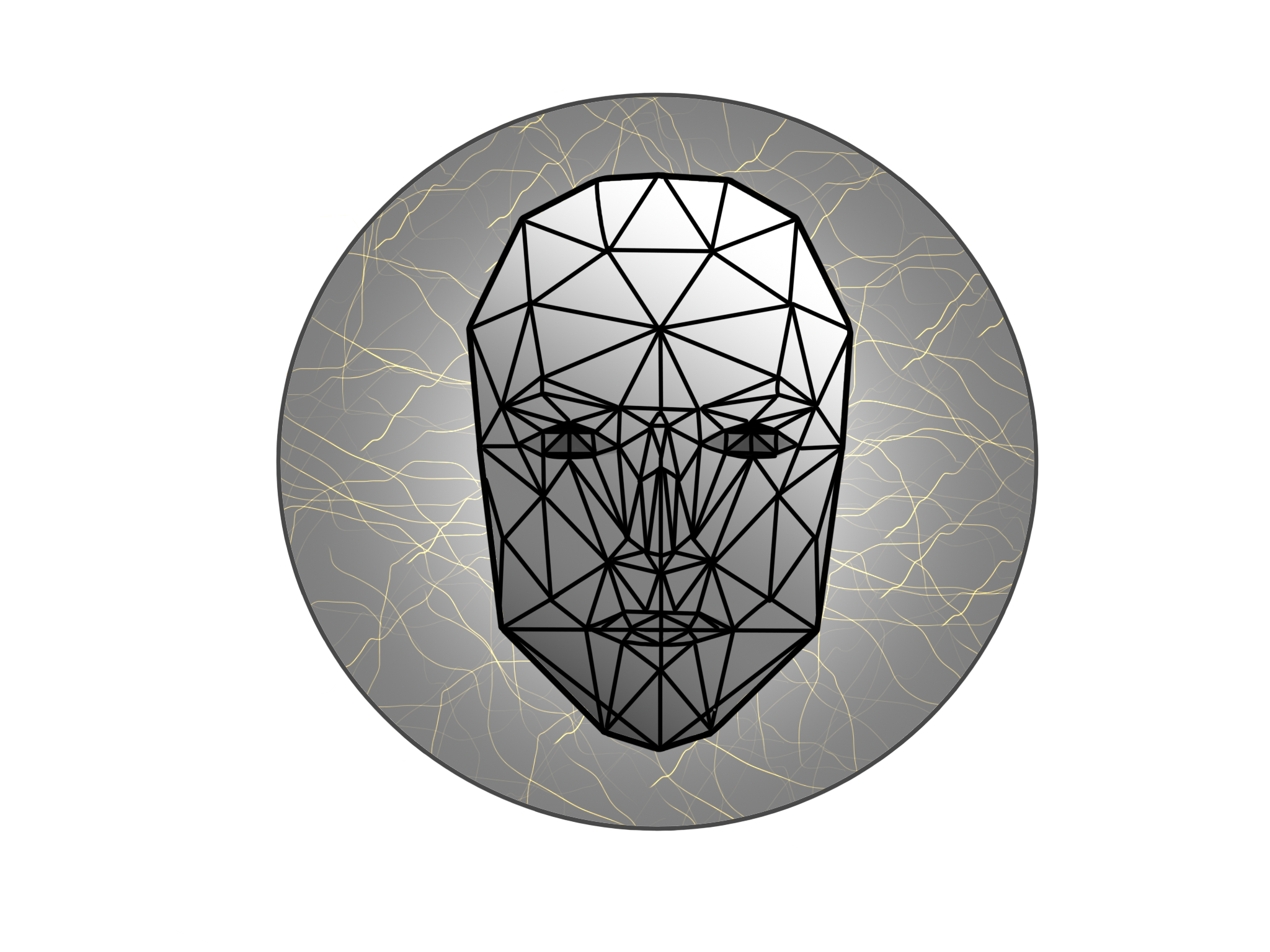
Team Name: Team Logo:



**FACECODERS**

# 

# Team Contract

I, the undersigned, hereby declare my belonging to the team and agree to the following contract conditions:

Participation:

§1

It is agreed to set a common goal on the project. Goal is set together on base on consensus method, rather than compromise. Every team member is expected to contribute their time, knowledge and energy to accomplish it. As a matter of principle, every team member is expected to get involved in the project and dedicate as much time as possible.

§2

As a starting point, every team member is putting their effort, in order to get the highest possible mark. Lower grade is equally satisfactory, as long as it is caused by an unfortunate event or lack of time, not however by lack of effort in project realisation.

§3

There are three roles specified in the team, which are:

* team leader - coordinates the work of the team
* chairman - responsible for preparing the flow of a meeting
* note taker - responsible for recording the meeting course

Roles in the team of the team changes every two weeks according to the pre-written schedule.

§4

Team leader is expected to manage time and human resources in the team. He assigns tasks, plans meetings and makes sure everybody is prepared. Every team member is obligated to respect current team leader and realise all the tasks specified to their current role.

Communication & meetings:

§5

In order to improve work and communication, team uses interfaces and application suitable for certain tasks:

* discord - for remote communication
* trello - for setting objectives
* google drive - for storing important files
* github - for the project development

§6

Meetings with supervisor are taking place every week, with some exceptions, according to the pre-written schedule. Apart from meetings, team communicates with the supervisor using university email “Zimbra”.

§7

The purpose of every meeting is to make a report about what has been done so far and to set tasks for the near future. It is possible to convoke additional meeting under certain circumstances e.g. approaching deadline. These meetings may be lead in a form of face-to-face communication or using discord. It is possible to postpone or even cancel the term of a meeting, if the majority of the team in advance declares their absence and after the supervisor gives his assent.

§8

Team members are obligated to attend all the meetings, with the exception of random events. For single unjustified absence, there are no consequences. After third unjustified absence current leader of the group is obligated to inform the PBL coordinator.

Conflicts:

§9

In order to attain the most effective work results, every team member can freely express their ideas, during meetings as well as outside. All the ideas must be taken into consideration and properly discussed, no matter how inappropriate they might appear. Best ideas are chosen in a democratic way, after thoroughly listening to all team members opinions.

§10

In case of a conflict between two members, they are obligated to consult the issue with the rest of the team, in order to reach the best and most effective solution in the cultural and civilized way. In such case both sites are allowed to express their point of view and provide arguments, not however to foment quarrels. Uncultural behaviour will result in additional work and, if occurs repeatedly, contact with PBL coordinator.

Deadlines:

§11

The progress of the project is planned in such a way, that the overall result can be finished before scheduled deadlines. Each meeting, the tasks are divided for each team member by the current team leader. Tasks should possibly be equal and suitable for team member’s abilities.

§12

Every team member is expected to always be on time on weekly meetings. In case of being late we accept the following consequences:

* One-time events are considered negligible and result in no consequences.
* If such a situation appears habitually, the punishment is determined by remaining teammates.
* If punishment makes no changes, the leader is obligated to inform the PBL coordinator about the situation.

Above consequences will not be enforced in case of valid excuse.

§13

In case, when given task appears too demanding for a member to accomplish, it is allowed and advised to ask for help another team member, if he or she agrees to that.

Team members: