

RICS Group Contract

Modes of Communication

- What is the expected mode of communication (text, email, cell phone, pinterest...)?
 - Primary: Facebook Messenger; Secondary: Email
- What is the maximum expected time for replies?
 - During the day, max. 5 hours
 - During the evening/night, 12 hours

Meetings

- How many times per week will the group meet?
 - We will begin by meeting approx. 3 times a week, though this number can be increased/decreased based on need
- Where, when, and for how long?
 - Central Campus: Fishbowl and UGLi
 - North Campus: BBB
 - Meet in the evenings (after 6pm), 1-2 hours
- What is the expectation of preparedness prior to arriving at meeting?
 - Team members must have made an honest attempt at whatever they were assigned to do for the meeting. If progress has not been made, they must be able to show what attempts have been made.
- Is there a penalty for not attending meetings? If so, what is it?
 - If consistently absent, group will confront person. If issue persists, Professor Chesney will be involved.
 - Group members cannot be absent without prior notification.

Personnel

- What process is in place if responsibilities are not met?
 - If no effort is made towards an objective, then a warning will be issued. If issue persists, Professor Chesney will be involved.
- How will the group keep track of the amount of time each person is putting into the project?
 - Google Spreadsheet recording individual work time and task

Approach

- As a group, what is your approach to the project? Extreme programming? Individual work, then merge? At what point(s) will the group merge individual efforts?
 - We will begin by working in a group, then split up the work into individual tasks once we've determined what exactly needs to be accomplished
- What effect does the approach have on any of the above?
 - We will continue to meet together as a group no matter what subteams are established

Other

- How might the firing policy be used effectively?
 - If someone doesn't conform to the above requirements regarding responsibilities or meetings, we will utilize the firing policy to make sure that the member knows what is expected of them, and what the consequences will be for noncompliance.
- How might the quitting policy be used effectively?
 - If a member feels that they are doing a disproportionate amount of work, he or she should be completely transparent with the team in discussing his or her thoughts/concerns.
- How will someone who exceeds expectations be rewarded?
 - Iorio's ice cream

Signatures

- By each group member (can be virtual signatures)

Mark Sultani

AJ Co

Kathryn Clark

Amy Tseng

