Team Contract

- A team work contract communicates specifically how the core group of people who are working together and gives more detail about the logisitics of working together and the expectations you have for each other.

- This document will govern your working relationship and if done correctly, should help you manage and resolve any issues that arise. MIT's online software construction course has a good description of what to put in a team work contract. Some key aspects of the team work contract could be:

1. How will work be distributed in a fair and equitable way?

Convert the project into a list of tasks and distribute them evenly among group members based on each task's duration.

2. What are the expected work hours for the project?

3.5 hours/week

3. How often will group meetings occur ?

Twice a week

4. Will you have meeting agendas and minutes? If so, what will be the system for rotating through these responsibilities?

Yes, agendas will be decided by members, and minutes will be automatically recorded by Slack AI.

5. What will be the style of working?

Remote

6. Will you start each day with stand-ups, or submit a summary of your contributions 4 hours before each meeting? or something else?

We won't do standups every day, but we will maintain a shared contributions file that summarizes the work done that week.

7. What is the quality of work each team member expects from themselves and each other?

10/10

8. When are team members not available (e.g., evenings and Sundays because of family obligations).

Fridays

9. And any other similar things that govern your working relationships.

None

- We recommend that you generate the team work contract according to these guidelines.
- For 5 minutes, each team member will silently write out 4 different suggestions for the team work contract on their computer.
- Next, paste all suggestions into a single Google Doc (or similar) and arrange them so similar suggestions are grouped together.
- Spend 10 -15 minutes discussing the suggestions and decide which ones you will use for your team contract, either by consensus or voting (you can of course add new ones at this point if any were missed earlier)
- Add the final contract in a file called team-contract.md in the repo root (in organizations, this file might be kept internal instead of committed to a public repo).
- These are the principles you adhere to when working.
- This file should be updated only if team members agree to do so.

1. Finish work on time
2. Communicate with group members to avoid repetitive work/clashes
3. Attend meetings on time
4. Share any thoughts/suggestions openly
5. Quality Control & Internal Deadlines
6. Conflict Resolution
7. Version Control
8. Early warning of any blockers
9. Clear communication of work done.
10. Clear indications of the use of AI
11. Agreement on who will submit assignments/meeting leader
12. Communication of issues in the group in a clear manner
13. We will attend all scheduled meetings unless we give prior notice.
14. Work will be divided fairly based on workload and skill sets.
15. Decision Making
16. Code and Project Management