

# Team Contract

Project: Group\_23\_Desikart

Class: ECE651

## a) Discuss Team Leadership & Communication:

- **Team Leadership/Roles:** Discuss the best approach to establishing roles and leadership. Will it work best with one, consistent individual? Shared leadership? Or should you rotate leadership throughout?
  - ✓ The team has decided to go with a consistent individual as a leader. Consistent leadership will provide stability and improve the efficiency of the team.
- **Decision-making:** How will the team come to a decision? by consensus? by unanimous agreement? How will you ensure all perspectives and ideas are heard equally?
  - ✓ We have decided that the team will first consider the pros and cons of the decision to be made, giving each team member a chance to represent their views and then come to a conclusion via polling. There are five team members in our group, so there would never be a situation where consensus would not work.
- **Submissions:** How will group-oriented aspects of the project be managed (who is in charge of what)? Who is responsible for submitting milestones/deliverables? For our project, we have decided to follow Agile methodology for the ease and success of the project making cycle. As of now, we have decided separate roles for each team member as per their expertise. To elaborate, Sunny will take up the role of Project manager who will take care of creating the user stories and maintaining ticket-board, Frontend development of the code will be led by Rashmi while Naitik will be leading Backend development. Testing of the project will be done under the leadership of Khushi and Documentation will be handled by Bansi who will simultaneously take care of submitting milestones/deliverables. Since it is a small team, all team members would contribute in all the tasks of development, testing and documentation, but the leaders are different for each role based on their expertise and past experience, so that the tasks can go on smoothly.
- **Preferred method of (informal) communication** (e.g., e-mail, phone, text, in person):

	Team Member Name	Email	Telephone or Other Contact Info	Preferred mode of Contact
1	Bansi Donga	bjdonga@uwaterloo.ca	548-333-4648	Email, Teams
2	Rashmi Gediya	rrgediya@uwaterloo.ca	519-701-7597	Email, Teams
3	Sunny Kalola	sjkalola@uwaterloo.ca	226-998-6684	Teams message
4	Khushi Barot	kabarot@uwaterloo.ca	647-456-9694	Email
5	Naitik Prajapati	nh2praja@uwaterloo.ca	519-588-5918	Email

## b) Establish Team Meeting Norms/Expectations:

- **Day, time, place and frequency for regular (formal) team meetings:**
  - The team has decided the below regarding meetings:  
The team will be meeting twice a week.
    1. Every Wednesday at 1 PM in DC Library to discuss new tasks. Meeting invites to block time on calendar for the physical meeting will also be shared via email.
    2. Every Saturday at 8 PM on Microsoft Teams to discuss progress.
- **Punctuality and participation at team meetings. It's important to express expectations regarding**

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what participation and preparation for team meetings will look like. Some things to consider include agreeing that only one person talks at a time, listen to understand not to respond, cell phones are away meetings.

- ✓ Amicable and professional discussions and respecting everyone's opinions.
- ✓ One person talks at a time
- ✓ Listen to understand not to respond
- ✓ Being punctual and present in meetings, if absent, sharing the details about progress and issues via email or teams chat.
- ✓ Avoid blame, speculation, and inflammatory language.

- **Method for setting and following meeting agenda and note taking. Determine whether to include roundtable progress and roadblock updates, brainstorming time, time to critique works in progress, rotating roles at meetings, etc.**

→ *Who will set each agenda? When? How will team members contribute to the agenda? Who will be responsible for ensuring the team follows the agenda during a team meeting?)*

→ *Who will be responsible for recording and disseminating meeting minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?*

- ✓ Project Agenda will be set by project Manager – Sunny every Wednesday during the decided Wednesday meeting.
- ✓ Tasks will be assigned to different team members by the project manager and in the Saturday meeting, the progress of the task will be discussed. Any impediments will be documented and team will work towards resolution.
- ✓ Project manager will be responsible for driving the meeting and ensuring the team follows the agenda during the meeting.
- ✓ The dissemination of meeting minutes will be done by different team members on a rotating basis. Minutes will be disseminated on the same day of the meeting. They will be shared via email on the meeting invites for both the physical and virtual meeting.
- ✓ Agendas will be shared via email by the project manager before the meeting as a reply on the meeting invites.

- **Procedures in the absence of a team member:**

*(Will the team meet with one member absent, or must all members be present? Who takes responsibility for updating the absent member? How will meeting minutes be shared, by whom?)*

- ✓ Based on the task, if a person is absent in the meeting, the Project manager will be updating the other member to take up that member's tasks, since it is a small team, and everyone will be working on all phases of project cycle. By the end of each meeting, minutes of meeting will be prepared by each team member on the rotating basis and shared with everyone via email, so that all are on the same page.

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## c) Discuss Team and Individual Expectations:

What are the team's expectations with regards to:

- **Desired grade or goal for the project.** It's important to have a conversation during the first meeting to lay out each person's expectations and priorities. Once you know personal goals, as a group you can determine an overall goal for the project. For example, do you hope to achieve an 80% on this project or do you not necessarily care about the grade but want to focus on exploring and developing something really creative (which may be riskier in terms of grades).
  - ✓ The goal of the project-team is to learn and implement along with getting good grades. The desired grade for the project is 97% overall along with exploring and developing creative features. The aim of project development is to learn agile methodology in depth wise manner along with applying in the project. Our team's aim is to make this project live in future.
- **Expectations for completing assignments and meeting deadlines.** Discuss each of your study habits and past teamwork experiences. Do you expect to start an assignment early and have consistent milestones or do you tend to procrastinate and complete everything closer to the due date?
  - ✓ The members of our team have already worked before on a project and were able to achieve the desired milestones by deciding consistent milestones and achieving it before the deadline. Hence, we have decided to follow the same for this project based on the success of the earlier one.

## d) Managing Team Challenges and Conflict

Discuss your preferences for receiving feedback about your performance. If a conflict arises with a team member, address the issue with them directly. If a solution is not reached, involve another team member (or third party) in a follow-up conversation. Involving the instructor should be the last resort. Describe how the team will approach a teammate who has not fulfilled an expectation/task? Who will address the issue with the individual? Will you offer support/help? How?

- **Feedback:** Feedback will be delivered in a professional manner and focus on the work, appreciating the positive and providing suggestions on areas of improvements. Feedback in no way will include criticism for the individual.
- **Conflict Resolution:**
  - ✓ If a conflict arises between two members, they shall acknowledge the conflict and professionally discuss how to work towards resolution.
  - ✓ If a resolution is not reached, they must approach the project manager. Project manager will listen to both parties and reach a conclusion respecting and appreciating both party's point of view.
  - ✓ If the conflict still persists, the conflict will be raised to the professor as the last resort.
- If a teammate has not fulfilled the task, the project manager will be following up with the member to find out the reasons for the incompleteness. On the basis of the reason, the project manager can reassign the task, onboard new member to assist with the task or any other relevant help as per the situation.

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- If infractions with this teammate continue, what are the consequences? Will someone take over their part of the project? Will they receive a reduced grade (this will be dependent upon the instructor)?
  - ✓ If infractions continue tasks will be reassigned. Tasks can be aligned as per the individual's expertise and liking. Team will not be asking for a reduced grade for the individual as they will be contributing in one way or the other.

## e) Other Considerations

Other tenants or agreements that your team has agreed are important to agree upon.

- ✓ All code snippets will be reviewed by other reviewers, and it will be merged finally by the Project manager only if it is found meeting the expectations.
- ✓ Every member is liable to get the updates from each scrum meeting, if he/she is absent at that time.
- ✓ All tasks will be well-documented in order to retrospect it later for final submissions.

## Certification by team members:

In appending your signatures below, you are stating that:

- A. You participated in formulating the standards, roles, and procedures of this contract;
- B. You have agreed to abide by these terms and conditions of this contract

Signature: <i>Donga Bansi</i> Name: Bansi Donga	Signature: <i>Khushi barot</i> Name: Khushi Barot
Signature: <i>Sunny K</i> Name: Sunny Kalola	Signature: <i>Naitikkumar Prajapati</i> Name: Naitikkumar Prajapati
Signature: <i>Rashmi Gediya</i> Name: Rashmi Gediya	