

## Glitter Pigs Team Contract

### I. Ground Rules

1. All team documents will be uploaded onto the Glitter Pigs group folder, in the Files section, on Canvas.
2. Communication Plan:
  - i. Team members will communicate via email using Canvas.
  - ii. Team members give permission for the group to call or text them.
  - iii. Team members will be called or texted if their documents are not uploaded onto Canvas by the scheduled due dates.
  - iv. Team members will be called or texted if the matter is urgent.
3. Group meetings will be scheduled when at least 50% of the group feels a meeting is necessary.
4. All work will be uploaded onto the Glitter Pigs folder by Tuesday at 4:00AM so that the Research Coordinator and Document Coordinator can compile and edit the documents.
5. All compiled and edited work will be uploaded onto the Glitter Pigs folder by Wednesday at 6:00PM for review and revisions.
6. All file versions are to be kept on the Glitter Pigs folder for reference.
7. No files will be deleted from the Glitter Pigs folder.
8. Editing Documents:
  - i. The Document Coordinator does not need to communicate to the group of any small edits such as typos, punctuation, or formatting.
  - ii. The Document Coordinator will notify the team of any large edits, such as recalculating figures, renaming concepts, or editing the tone of the work.
9. File Naming Convention:
  - i. Team members will follow the same file naming convention.
  - ii. File names will be documented with the course name, file name (in camel case), version number, and team member name.

*For Example:*

*Standard File Name: CIS233\_teamContract\_V1\_AliceUhl*
  - iii. Revised file names will be documented with the course name, file name (in camel case), version number, rev (revision), and reviser's name.

*For Example:*

*Revised File Name: CIS233\_teamContract\_V1\_REV\_AliceUhl*
  - iv. Any revisions made to files in Glitter Pigs folder must be saved as a new document.
10. Team members will be respectful and supportive to one another.

11. All work will be completed to the best of the team member's ability, not the bare minimum.
12. Team members will vote on decisions.
  - i. The Team Leader will act as the team mediator and has the final say in any conflicts.
13. All team members are responsible for the research, presentation, and written report of the project.
14. When the team is working on a collaborated document, team members will download the latest version, apply any suggestions and revisions, and upload the revised file using the above naming conventions. Comments and edits will be highlighted in the team member's designated color:
  - i. Alice: Yellow
  - ii. Alison: Pink
  - iii. Nichol: Turquoise
  - iv. Will: Bright Green

## II. Roles and Responsibilities

RESPONSIBILITY MATRIX				
	Team Leader	Research Coordinator	Presentation Coordinator	Document Coordinator
Lead Role	Nichol	Alice	Alison	Will
Backup Dancer	Will	Alison	Alice	Nichol

### III. Risks and Contingency Plan

RISKS	CONTINGENCY PLAN
A team member cannot attend the final group presentation	<ul style="list-style-type: none"><li>• Inform team leader as soon as possible.</li><li>• Reassign and/or divide the team member's section.</li><li>• Any work prepared for the presentation will be handed over to the group as soon as the member knows they will not be able to attend.</li></ul>
A team member cannot attend a scheduled group meeting	<ul style="list-style-type: none"><li>• If schedule conflict is known more than 24 hours before the meeting, the team will attempt to reschedule.</li><li>• If it is the day of the meeting then team member must inform group leader that they cannot attend.</li><li>• The absent team member agrees that they will take work that is assigned to them at the meeting they missed.</li></ul>
A tied vote	<ul style="list-style-type: none"><li>• A tied vote will be given an anonymous revote on Google forms.</li><li>• Each member will get two votes, promising that they will not vote for the same item twice.</li></ul>
A team member has not turned in work on time	The team will divide the work to ensure it is completed by the schedule due date.
A team member drops the class	Duties will be taken over by team mates. The role will be either given to the backup person in the Responsibility Matrix, or the left-over tasks will be evenly divided and taken on a volunteer basis.
A team member is struggling with work	<ul style="list-style-type: none"><li>• Team member must communicate this to the group immediately.</li><li>• The group will reevaluate roles and duties to ensure an even workload.</li></ul>

RISKS	CONTINGENCY PLAN
A team member is not following ground rules	<ul style="list-style-type: none"> <li>• Bring it up to the team mediator.</li> <li>• If the team mediator is causing the issue, then the individual will speak to an impartial team member about their concerns.</li> <li>• Depending on the severity of the situation, the impartial team member will speak to the team member to find a resolution.</li> <li>• Depending on the severity of the situation, the impartial team member will speak to the team member and grievant together to find a resolution.</li> </ul>
A team member cannot finish work for a period of time due to personal reasons	<ul style="list-style-type: none"> <li>• Inform the team leader immediately.</li> <li>• The role will be given to the backup person in the Responsibility Matrix, or the left-over tasks will be evenly distributed amongst the team.</li> </ul>

Please sign below if you agree to follow the above guidelines for the Glitter Pig team project.

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Printed Name

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Signature

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Date

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Printed Name

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