Team Contract

Date: __Jan 15, 2023__   Team Number: _____

Expectations from Team Members *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

Expectation	Consequence if expectation not met
We'll meet as a team every week at: __Tuesday__ **for** __0.5__ **hrs and at:** __Thursday__ **for** __1__ **hrs**	If a team member misses a single meeting, they have to take meeting notes the next 3 meetings. If a team member misses 4 meetings without permission from the group, the group member will have to leave the team. *(Two team meetings a week is recommended. You team may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.)*
Be on time and prepared for team meetings. *(Both in and out of class time)*	If a team member is clealy not prepared for a meeting, they have to take meeting minutes, or lead the next meeting.
Follow through on commitments made to the team. *(Commitments such as completing functionality for the project, preparing slides for the team presentation, coming to a team meeting, writing a section of the design document, etc.)*	If a team member is unable to follow through on their commitments, but are able to provide a reasonable excuse, they will have to bring a treat to the next meeting. If a team member is unable to meet their commitments, and are not able to provide a reason, the team will have to meet to consider if they should removed from the group.
Contribute to the team voluntarily. *(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)*	If a team member does not contribute voluntarily, they will be assigned tasks, and expected to complete them.
Welcome and invite contributions by other team members.	The team must address the group member in question as a team to bring attention to their behaviour, and if it persist, the group may consider removal of the team member. *(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)*

Before checking in a code change to the team repository, we will ensure the code compiles when included in the entire code base and that the code meets requirements.	The code will either be fixed as a team, in which case the fix will be added as a new commit, or the contributor will be asked to remove the commit *(It should be save to check out changes committed by others without it breaking the code that we are working on. It can be very time consuming to fix errors committed by other team members. A possible consequence can be that a commit is removed.)*
Each team member will talk for **at least __5__ minutes and** **at most __30__ minutes** **during a 1-hour meeting.**	The group will make the member aware that they are dominating/undercontributing during or after the meeting. *(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)*
(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)	

If you've read and agreed with this contract, add you name here:

Nicholas Lee (30061802)
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Amman Yusuf (30068428)
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Ahmed Amer (30063097)
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Michaela Gilchrist (30087593)
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Abel Tekeste (30073209)
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