**CEN3031**

**Team Contract**

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| **Team Name:** | BMSS Tech |  | **Spring 2021** |

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| **Mission Statement:** | "We help businesses showcase their products to the world by building websites that are user friendly and visually stimulating." |
| **Conditions to Achieve:** | * **Equal Participation**: Participating in all team activities by attending meetings and contributing to all major decisions and discussions * **Open Communication**: Maintaining open communication with other team members regarding project status and deliverables, especially if the team member is struggling with a particular task * **Timeliness:** Ensuring deliverables are submitted according to the designated schedule and alerting the team in advance if there is a concern with on-time delivery |
| **Team Composition:**  *Product Owner*  *Scrum Master*  *Lead Frontend Developer*  *Lead Backend Developer* | Matthew Sines (primary: [matthew.sines@gmail.com](mailto:matthew.sines@gmail.com), school: [thunor13@ufl.edu](mailto:thunor13@ufl.edu) )  Nicholas Moody ([nmoody9899@ufl.edu](mailto:nmoody9899@ufl.edu))  Clyde Slichter ([cnslichter@ufl.edu](mailto:cnslichter@ufl.edu) )  Cody Boyer (primary: [codyboyer95@gmail.com](mailto:codyboyer95@gmail.com), school: [codyboyer@ufl.edu](mailto:codyboyer@ufl.edu) ) |
| **Accountability Factors:** | * **Meetings**: Team members are expected to attend regularly scheduled meetings, having 3 allowed unexcused absences and 5 absences total. * **Tasks**: Team members are expected to complete/attempt tasks to the best of their ability and let the Scrum Master know if they cannot complete tasks as assigned, resulting in alternate arrangements as needed. * **Communications**: Team members are expected to respond to project related chats/questions within one business day unless circumstances do not permit (e.g. absence) with two business days max. Please try to respond promptly especially to project-related questions. * **Decisions**: Team members are expected to participate in group decision making and cast votes (majority rules) as required. Ties are broken by the Product Owner. Team members are also expected to use their own best judgment when attempting tasks and helping other members of the team. * **Assists**: If requested, team members are expected to assist other team members if they finish their tasks ahead of time. |
| **Availability:** | **Weekdays**: 6:00pm-8:00pm EST (or by appointment) | **Weekends**: Saturday |
| **Meeting Schedule:** | Monday / Wednesday / Saturday @ 6:00pm-7:00pm EST |
| **Communication Method:** | Slack | Microsoft Teams | Zoom | Email | Trello |
| **Violation of Contract:** | If contract violations are unable to be handled internally, team issues will be escalated to course leadership (majority rules). |
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| Nicholas Moody | 1/25/2021 |
| *Team Member A* | *Date* |

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| Clyde Slichter | 1/25/2021 |
| *Team Member B* | *Date* |

|  |  |
| --- | --- |
| Cody Boyer | 1/25/2021 |
| *Team Member C* | *Date* |

|  |  |
| --- | --- |
| Matthew Sines | 1/25/2021 |
| *Team Member D* | *Date* |