CS 246

Winter 2024

TEAM CONTRACT

Team Members:

1. Kelsie L. McDonald
2. Charlese E. Muchmore
3. Angel N. Amores

1. Orion Hill

| Team Procedures |
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1. Preferred method of communication (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Face-to-Face, Discord, or Google Meets

1. List the contact information you will be using:

Charlese Muchmore: Bepp

Orion Hill: Vegeter

Kelsie McDonald:

Speedy

Angel Amores: ThePinkMoocow

1. How will you make decisions (by consensus? By majority vote? What happens when someone disagrees strongly?):

Consensus

If a strong disagreement occurs, the group will work together to find a solution that everybody can agree with and be satisfied by

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

We rotate through everyone to create a meeting agenda. Meeting agendas should be about assignments and unfinished work. Every meeting agenda shall have a section labeled ‘Grievances’ where team members are invited to discuss any issues they have relating to the team.

1. Method of record keeping (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Record keeping will rotate through everyone to create a record keeping for each meeting. Each record keeping should be about assignments and unfinished work. Documents can be uploaded to the shared google drive.

| Team Expectations |
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Team Participation

1. How will you ensure cooperation and equal distribution of tasks?

If a member(s) of the team feels that the distribution of tasks is unequal, they may bring it up for discussion at the next meeting.

1. What will you do to make sure that all team members are participating in decision making?

For any major decision, we need to collect a thumbs up from each team member so that everyone has a chance to voice their opinion.

1. Strategies for keeping on task (task maintenance):

Every 3-5 minutes, someone will redirect the conversation, especially if the topic goes off topic.

| Consequences for Failing to Follow Procedures and Fulfill Expectations |
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1. Describe, as a group, how you would deal with a team member who is not meeting the obligations of this team contract:

When a member(s) of the group feels another member(s) is failing to meet obligations, they may bring it up at the next meeting, where the entire group will discuss if the first party is expecting too much or if the second party is achieving too little.

1. Describe what your team will do if the failure to meet obligations continue:

If a member(s) is found guilty of failing to meet obligations multiple times, punishment may be discussed by the rest of the group.

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1. I participated in formulating the standards, roles, and procedures as stated in this contract.
2. I understand that I am obligated to abide by these terms and conditions.
3. I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_