Team Contract: Team 22

This document outlines our collective commitment to fostering a mindful and productive environment, establishing clear guidelines for collaboration and mutual support within Team 22.

Team Detail

Team Members:

- Piush Das (Team Lead) - 23f1001171@ds.study.iitm.ac.in

- Jhilmil Dutta - 22f3002639@ds.study.iitm.ac.in

- Pulkit Mangal - 22f3001839@ds.study.iitm.ac.in

- Sujal Pradhan - 23f2004759@ds.study.iitm.ac.in

- Kshitij Maheswari - 22f1001418@ds.study.iitm.ac.in

Transition Process - Performance, Learning & People Goals

Performance Goals:

- Deliver comprehensive insights on mindfulness and stress management effectiveness within 6 weeks.
- Produce a final report with actionable recommendations.

Learning Goals:

- Develop skills in qualitative research, interviewing, and data analysis.
- Gain knowledge on the impact of mindfulness in workplace settings.

People Goals:

- Foster collaboration and mutual support within the team.
- Build strong, professional relationships and effective communication.

Action Processes

Leadership:
Team lead will coordinate tasks and deadlines; all members share responsibility.

Roles:
Member roles assigned based on strengths (e.g., interviewing, research, report writing).

Decision-Making:
Consensus-based, with final call by team lead if needed.

Communication:
Gmeet meetings; group chat for daily updates; email for official communications.

Meetings:
agenda circulated 24h before meeting.

Workload:
Equitable task distribution with weekly progress review; adjustments made as necessary.

Support:
Peer help encouraged to address challenges promptly.

Progress:
Weekly status updates logged on Google Sheet; deadlines tracked.

Interpersonal Processes

Conflict Management:

Address issues respectfully; mediate with team lead involvement if needed.

Positive Experience:

Regular check-ins to ensure team harmony; celebrate small wins together.

Handling Unmet Goals:

Identify obstacles early; realign tasks and provide assistance.