

Team Contract

Group Members:

Last Name	First Name	Email Address

Team Constitution

Foreword

This contract is a binding document and governs the team until the assigned project deadline.

Article I: Absence Policy

a. If a team member will be absent on a day in which work is due, he or she must tell another team member a day in advance and have all work that he or she is responsible for turned in. All team members must stick to the provided agenda to have the assignments completed on time. If there will be an unexpected absence, the team member is to complete the work from home and email another team member to let them know he or she is gone for the day.

b. Team members will contact one another if they are absent for any amount of period during the time allotted for working on the projects. Absences will be recorded in meeting minutes.

c. Contact must be made by phone, email, or other acceptable method.

d. The project leader is responsible for informing the professor of any absences/issues of incomplete work prior to any due dates. Failure to do so will result in penalties being applied for the entire group.

Article II: Work Policy

a. Each team member will work to the best of his or her ability, making sure completed work is up to Conestoga standards, and that he or she completes it with punctuality.

b. If a team member commits any academic offences defined in the Conestoga College Academic Policy, he or she is solely responsible and will incur the punishment on his or her own.

Article III: Leadership

a. At the beginning of the project, a project leader will be voted upon democratically. If a team member is absent at the time of voting, he or she waives his or her right to participate in voting. The member who wins the most votes becomes the leader. If there is an unclear outcome (same number of votes for different members), the team will have no leader until one can be chosen by a revote.

Ask yourself the following question: "If you are not allowed to be leader, who else would you like to lead your team?"

b. By being elected project leader, the member must perform the following duties:

- Organize team meetings
- Document minutes of all meetings

c. If the project leader fails to perform these duties, or another member is also carrying them out, a revote may be taken to determine whether to obtain a new leader.

d. If new leadership is formed, the newly elected project leading will inform the Professor within 24 hours of the vote.

Article IV: Work Ethics

a. If a team member is struggling to complete their assigned tasks on time, it is up the Project Leader and the rest of the team to support their team member.

This is a collaborative team project. In the end all group members receive the same grade for items labelled as "Group Mark".

Article V: Termination

a. A group member who is absent more than two (2) times and/or is has failed to complete two (2) deliverables is eligible for termination procedures.

b. Termination of a group member must be unanimous by the remaining members through a vote.

c. If a unanimous vote for termination is obtained, the leader of the team will submit the following documentation to the Professor for review.

d. The professor will make the final decision based on review of the provided documentation and discussions with the group member in question.

e. All termination proceedings must be initiated prior to or on Week 10. Anything submitted afterwards will be rejected.

f. A terminated group member will receive a grade of zero for all marks labelled "Group Mark", however, they will still have the ability to submit work for grades labelled "Individual Mark".

Article VI: Signature

By signing this contract, the team members listed above abide to the articles listed here.

Signatures

Name (Last, First)	Date