**TEAM CONTRACT**

**SI480 Section C1 Team # 07**

**Team Members:**

1) Victoria Lara-Aguilar

2) David Rak

3) Isabelle Goode

4) Radhey Patel

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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:

* Sundays at 4PM-5PM on Zoom.
* Decide if we need more meetings during the week at this meeting.

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:

* Mostly through texts (iMessage) and weekly meetings through Zoom. Documentation can be transferred using the shared Google Drive (“QST SI 480 (ZoomBU)”).

1. **Decision-making policy** (by consensus? by majority vote?):

* Consensus when possible, but by majority vote if people are not answering/are unavailable.

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| **Team Expectations** |

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

* Distribute tasks during our weekly Zoom meetings to ensure everyone has been given a fair share of tasks. Reminding team members of their deliverables a day in advance to ensure they have enough time to finish their tasks.
* Anyone can submit based on whoever is most available. They must send a screenshot of their submission to the group.

1. Strategies for encouraging/including ideas from all team members (team maintenance):

* Discuss major ideas at weekly team meetings and during the week use the group chat to share ideas and ask for feedback.

1. Preferences for leadership (informal, formal, individual, shared):

* Shared/Informal leadership roles. If an assignment fits a team member’s interests/skill set they are welcome to take charge, otherwise, everyone plays an active role.

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

* Everyone is expected to attend the weekly team meeting on Sunday. If we agree on further meetings throughout the week, then attendance is required unless you give 48 hour notice or have an emergency.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

* Everyone is expected to complete their assigned tasks. If an assignment is due Friday, we will expect the task to be completed by Wednesday night to allow ample editing time, unless the team member expresses an inability to complete their job by the deadline within 48 hours or if an emergency occurs.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

* Sit down in a Zoom meeting with the member if they commit an infraction, talk through the issue, and resume work.

1. Describe what your team will do **if the infractions continue**:

* The members can escalate the issue with Professor Yadav in case of an unresolved dispute which cannot be resolved by the team collectively.

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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 suffer the consequences as stated in this contract.*

1) Victoria Lara-Aguilar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_9/18/2020\_\_\_\_\_\_\_\_\_

2) David Rak\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_9/18/2020\_\_\_\_\_\_\_

3) Isabelle Goode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_9/18/2020\_\_\_\_\_\_\_\_\_

4) Radhey Patel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_\_9/18/2020\_\_\_\_\_\_