# Team Contract

Team contract is an essential element which helps members of a team to function smoothly. It also ensures the dedication of team members towards the project and solidifies the ground rules for the team. If this contract is violated by any team member, there lies a section for breach of contract which highlights the consequences one should bear after any violation of rules. Similarly, absenteeism without a prior notice or failure to contribute to team tasks have their separate sections under the breach of contract.

All the members have agreed to the terms and conditions in the Certification by Team Members section and are willing to face the consequences if they breach the contract within the duration of the project.

Note: All the actions taken throughout the project will be informed to the project manager.

Project Team Name: Group 7

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| --- | --- | --- | --- |
|  | Team Member Name | Email | Phone |
| 1 | Saugat Thapa | tsaugat18@tbc.edu.np | 9840063535 |
| 2 | Gaurav Bhansali | bgaurav18@tbc.edu.np | 9807004222 |
| 3 | Aakash Das | daakash18@tbc.edu.np | 9818833781 |
| 4 | Harsh Kumar Gupta | gharsh18@tbc.edu.np | 9860987108 |
| 5 | Rajesh Basnet | brajesh18@tbc.edu.np | 9861903882 |

## A. Team Structure:

1. Leadership structure:

Throughout the project, a single member of the team will be in charge of team leadership.

Saugat Thapa as the Coordinator will be responsible for handling team leadership roles.

2. Decision-making policy:

Team decisions are primarily made through agreement. In case an agreement cannot be reached, decisions will be made through the majority of votes. In the unlikely scenario that a conclusion cannot be derived by both before mentioned ways, the team coordinator’s decision will be prioritized as the final outcome.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

Gaurav Bhansali as Team Recorder. He will be responsible for recording all the sessions carried throughout the work in progress.

Harsh Kumar Gupta and Aakash Das as our Documentation Manager. They will be responsible for doing following task as documentation manager:

* Organize availability and verification of materials.
* Develop standard documentation methods to efficiently produce high quality documents.
* Manage documentation regarding technical as well as other resource tasks.

Saugat Thapa and Rajesh Basnet as the maintainer of the team. They will be responsible for doing the following task for maintaining the team:

* Manage team contributions and punctuality towards the project.
* Review all documents in a timely manner.
* If any inconvenience arises while developing the project then the maintainer should be responsible to handle them.

4. Day, time and place for regular team meetings:

The team meeting will be held regularly 5 times a week: Sunday, Monday, Tuesday, Wednesday, Thursday

Time: 4 PM - 7 PM

Discord Link: <https://discord.gg/e9tMtayXBV> (Optional : <https://meet.google.com/kzu-jyhw-kre> Google Meet Link )

Discussion: Discord, Google Meet

5. Usual method of communication:

Usual: Discord, Google Meet

To share files: Google Drive, GitHub, Gmail

## B. Team Procedures:

1. Method for setting and following meeting agendas:

A reminder of the meeting will be set using google calendar which will notify all the team members, through email, a few minutes prior to the commencement of the meeting by Gaurav every morning after discussing with the team members on discord.

If any member fails to show up at the meeting, then the coordinator will follow up with the particular team member asking for valid reasons for absenteeism.

At the end of each meeting, the members will decide the agendas for the next meeting and the coordinator will solely be responsible for the team following the agenda during the meetings and help everyone stay on track.

2. Method of record keeping:

Gaurav Bhansali will be responsible for recording and disseminating actions. Meeting minutes will be disseminated to each member by the end of the meeting. All the agendas and actions will be documented in a Word file temporarily.

3. Procedures in the absence of a team member:

Each member is strongly advised to attend every meeting.

In case of absence of any member, he should give prior notice stating valid reasons to the team leader.

If the member is absent without a prior notice, then he will be given a strike.

If a member gets two strikes, he will be given a final warning and after the third strike serious actions will be taken based on the team's decision on whether he should be expelled or not.

## C. Team Participation:

Team members will be given tasks according to their strengths by the coordinator. But this does not close off the possibility of members asking for one another’s help if the workload tends to be higher for some members.

According to the task, each member will be given their specific roles towards the project along with their deadlines for completions.

Note: The coordinator should be responsible for handling delays regarding tasks.

7. Strategies for encouraging/including ideas from all team members:

Brainstorming ideas together and gathering team input periodically throughout the session of the meeting.

It is the responsibility of every team member to try to keep an open mind about each other’s ideas and never try to put anyone down.

8. Strategies for keeping on task:

Different strategies are encouraged for keeping on the task. They are mentioned below:

* Virtual Deadlines
* Reminder
* Maintaining records up to date
* Regular Meetings with meeting agendas
* Effective time management

## D. Personal Accountability:

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

Attendance: 80%

If any member within our group tends to have lower attendance or fails to contribute to the group shall be sternly warned at first. If the same behavior occurs repetitively, the respective member shall be expelled with a prior notice.

Unreasonable interruptions during progress of the project are strongly avoided.

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

A virtual deadline will be formed prior to the actual deadline which our members will aim towards. This will try to avoid any kind of complications to meet actual deadlines. Regardless of any failure to meet actual deadlines of team assignments, we as a group will be responsible for this failure and will be more focused on upcoming deadlines if available.

3. Expected level of communication with other team members:

Regular communication will be carried out through Discord as usual. But, regarding any urgent concern the members will get in touch with the coordinator to notify about their concerns. Further, the coordinator will arrange the meeting with other team members to resolve the issue. In case most of the members are out of reach the coordinator will try to reach out to the plant or the specialist for support.

4. Expected level of commitment to team decisions and tasks.

Since the decisions will generally be based on majority of votes, every member is expected to complete their tasks to the best of their abilities before the end of deadline. The leader should step forward to ensure that the decisions made are aligned towards the successful completion of tasks keeping in mind the stakeholder’s interests.

Violation of contract will be seen as a serious issue and any attempt to do so will be punished severely with the consent of the project leader.

## E. Consequences of breach of contract:

Every member is expected to give their best on their given task. Issues regarding breach of Team Contract will be addressed weekly or whenever the team feels that it is necessary. Honest constructive criticism is expected from members to make sure such breaches are not repeated. Violators may be assigned additional work and in case of serious offenses may be asked to leave the group.

Team members who do not contribute anything at all towards the team will be sternly warned at first then based on the decision of the entire team, violators may be expelled as per directions from the project leader.

Particular members will be held accountable if the task dates are not met due to their frequent absenteeism. If such members fail to get in touch with team members even after repeated attempts of communication by the team coordinator, the project manager will be notified and actions will be taken accordingly.

Rules are applied throughout the course of the project. So, if any of the team members doesn’t contribute to the WIP and final presentation before or after, he must clearly state the reason for his inattentiveness towards the project. To avoid being unnecessarily flagged as a non-contributing member, he must give a prior notice to the team coordinator. Team coordinator along with the project manager has the ultimate say in the charges to be endured by such team members.

## F. Certification by team members:

In appending your signatures below, you are stating that:

a) You participated in formulating the standards, roles, and procedures of this contract.

b) You have agreed to abide by these terms and conditions of this contract.

c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

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| --- | --- | --- | --- |
| Name | Saugat Thapa |  |  |
| Signature |  | Date | 04/05/2021 |
| Name | Gaurav Bhansali |  |  |
| Signature |  | Date | 04/05/2021 |
| Name | Aakash Das |  |  |
| Signature |  | Date | 04/05/2021 |
| Name | Harsh Kumar Gupta |  |  |
| Signature |  | Date | 04/05/2021 |
| Name | Rajesh Basnet |  |  |
| Signature |  | Date | 04/05/2021 |

G. Acceptance of contract by tutor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |