Team Contract

1. Team Goals

(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)

2. Team Roles

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

Code Reviewer _____

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

Team Lead _____

(Decides what the team will work on based on input from all team members.)

Meeting Facilitator _____

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

Code Repository Manager _____

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

Coordinator _____

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

Technical Writer _____

(Creates documentation required for project such as README file and test document.)

Architect _____

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

Other _____

(Specify role, responsibility in role and individuals in role)

3. Team Communication

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

	Team member 1	Team member 2	Team member 3	Team member 4	Team member 5	Team member 6	Team Communication tools
Texting							
Phone calls							
E-mail							
D2L team discussion board							
WhatsApp							
Slack							
Skype							
Google Hangout							
Facebook (messenger)							

4. Team Meeting Schedule

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time: _____

Meeting location: _____
(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda: 1. _____
(eg: update from all team members – 20 min)

2. _____
(eg: identify problems that need to be resolved (based on update) – 20 min)

3. _____
(eg: discuss/prioritize upcoming tasks – 10 min)

4. _____
(eg: design work to be completed and assign to individuals – 50 min)

4. Expectations from Team Members
Prevent unnecessary conflict by setting clear expectations.

If you can't make it to a team meeting then _____.
(eg: let coordinator know as soon as you know you can't make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project then _____

_____.
(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven't contributed any ideas during the meeting yet then _____

_____.
(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then _____

_____.
(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then ___

_____.
(eg: you'll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: _____

_____.

_____.

5. Signing
If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:

_____   _____   _____

_____   _____   _____