

Team Contract

Project Team Name:

	Team Member Name	Email	Phone
1	Arju Adhikari	aarju21@tbc.edu.np	9869666401
2	MD. Aashif Ansari	aashif21@tbc.edu.np	9825701705
3	Nimisha Raut	rnimisha20@tbc.edu.np	9813032413
4	Sajil Maharjan	msajil21@tbc.edu.np	9808608392

A. Team Structure:

1. Leadership structure:

- I. The team has decided to have a shared leadership structure over the weeks (Arju Adhikari and Nimisha Raut)

2. Decision-making policy:

- I. The decisions are made on the basis of majority.
- II. In case decisions collide in decisions, voting is to be done and decisions are made on the basis of majority. This is to ensure that the best decision is formulated which helps to generate optimum results.

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

- I. Sajil Maharjan and MD. Aashif Ansari will be taking the responsibility.
- II. Team Activity will be maintained by the active team leader.

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

- I. Meetings will be held every day.
- II. Meetings will be held from 3AM -9AM online on Monday, Tuesday, Thursday and physically on Wednesday from 9AM – 10AM.
- III. For discussion:
Discord : <https://discord.gg/rCfxahfH>
Meet: <https://meet.google.com/kfm-hfpf-zqt>
Physical Location: The British College Incubation Centre or any class rooms available.

5. Usual method of communication:

- I. All the members of our team will communicate and share files via Discord and will be pushed in GitHub (https://github.com/rnimisha/level5_project_managemnt.git).
- II. Voice communication and screen sharing will be done through google meet.
- III. TODO tasks are updated via Microsoft ToDo. (
https://to-do.microsoft.com/tasks/sharing?InvitationToken=gEaH89pvTqY_ijho-8fmxw-Rp8xr_cNQ2olt_oMqLwZXm1mmjdv7M5_iDRp1WLFHs)

B. Team Procedures:

1. Method for setting and following meeting agendas:

- I. The team has decided to assign this task to the team leader assigned for the particular week.

- II. The person in particular is responsible to notify the team members regarding the virtual meeting as planned by the consensus of all the members.
- III. However, for the situation where a team member is in need of additional support and consultation with the team, he/she can lead the meeting and put forth his/her agendas.

2. Method of record keeping:

- I. Sajil Maharjan and MD. Aashif Ansari will be responsible for record keeping.
- II. Capturing and recording of the information.
- III. Making sure all the information is kept intact and well documented to look into whenever needed.
- IV. All the agendas and activity log will be recorded in google docs.
https://docs.google.com/document/d/1HhcZqL6XXDJdtyF-D2EB5MhVvh82IQBsfDEoF3p_4NE/edit?usp=sharing)

3. Procedures in the absence of a team member:

- I. Presence of 2/3 of the team member will let the meeting to proceed as planned.
- II. If any member will be absent, he/she needs to inform formally through a communication medium with a valid reason and evidence.
- III. In case the reason is not convincing enough for 2/3 majority of the team he/she will be given first stage warning and be charged with a fine of Rs 500.
- IV. In case of repetition of the issue, being low attendance, a second warning will be charged being a cash amount of Rs 1500.
- V. In a situation for the attendance of team members being lower than 75% which will be evaluated every week, he/she will have to provide full documented proof of his/her absence, reason being good enough to convince all other members. Else the person is to be interrogated for exile from the group.

C. Team Participation:

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

- I. Everyone should speak on the topic and place their opinion over the subject during the time of discussion.
- II. Every meeting will start with the account of tasks done by each team member which was assigned in the previous meeting, likewise each meeting will end after assignment of tasks to each member.
- III. The time needed to complete each task will be allocated over mutual discussion and understanding.
- IV. Members with mutual understanding of the topic and preferences can work together to bring better output, however everyone is requested to support in tasks they feel are best fit.
- V. During the working of the project, one with less time-consuming tasks should support team members who are in need of additional support and assistance.

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

- I. Regular meeting sessions held will provide a platform to brainstorm ideas, make discussions, speak for one's opinion underlying the topic.
- II. Throughout the project all members are requested to provide honest and fair feedback that accurately represent each other's performance.

- III. Everyone must respect each other's view and present their words in a disciplined way, in situations leading to violation, the person to breach will be held accountable and actions will be taken through mutual discussion of the majority team members.

8. Strategies for keeping on task:

- I. Team leader will keep a tab on everyone's work.
- II. The tasks will be assigned to each member on a daily basis via Microsoft to do tasks and are bound to complete within the designated time.
- III. In the situation of the team member not being able to complete the task on the allocated due time, he/she will have to present themselves in front of the group and a decision will be taken by the group for the completion of the task on given time.
- IV. Online meetings will have no time meeting and will take place till the topics to be discussed are completed.
- V. Tasks that are assigned must be submitted in the group 2 days before the actual deadline, for not being able to work as stated he/she will have to speak and present themselves in front of the group and action will be taken based on majority.

D. Personal Accountability:

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

- I. Attendance percent below 75% is not accepted and consequences are charged.
- II. Everyone must be for the online meeting and arrive on time/within a reasonable grace period of ten minutes if the team members agree to meet.
- III. In a situation of not being able to attend an online meeting, he/she must inform the team as soon as possible with valid reason.
- IV. Attendance will be tracked and investigated each week and will be calculated at the end of week 6.
- V. In situations of having low attendance and failing to qualify for their content contribution the member will be removed from the group at week 6.
- VI. In situations where absence leave for more than 2 day is needed, he/she must inform the project management leader including all the team members with a formal notice addressing his/her reason for absence and with a proof to complete his/her section of work allocated over the time period which will be discussed and approved by all the members in the team.
- VII. Each member is compulsorily requested to respond to the team leader and be participated in time of decision making.

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

- I. Each member must be honest about the tasks completed, deadlines and where they are facing difficulty. In difficult situations such as not being able to complete certain tasks, he/she must inform the team. However the one responsible for the task must show full documented proof of his/her effort, time, ideas invested to complete the task if the reason is acceptable and convincing enough for $\frac{2}{3}$ of the team members everyone must respect his/her situation and work mutually complementing each other to complete the task

- II. Every team member is expected to be available for each other whenever they are in need to complete the project tasks.

3. Expected level of communication with other team members:

- I. Each member is expected to be present on a daily basis over meetings as allocated by the team leader.
- II. Team members need to respond to text messages during group discussion and be involved during discussions.
- III. Team members cannot be out of contact for more than 24 hours. Otherwise, the project manager will be notified.
- IV. No members are allowed to mock opinions stated during discussions and are requested to share

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

- I. We expect each member to follow the tasks as designated during the discussion sessions and scheduled in the calendar.
- II. Members of this team are required to take responsibility for decisions and duties that contribute to the project's final goals.
- III. Everyone is bound to work on the project whatever the circumstances, serious health problems being an exception however the person must give the original health report from the hospital.

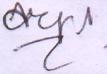
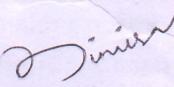
E. Consequences of breach of contract:

- I. All the members must maintain confidentiality till the very end of the project. He/she must not share the idea, design, concept, interface and most important of all the code. Under the violation of the stated point, he/she must solely complete the whole project on behalf of the whole team and will have no rights to use any resources of the project done as well as he/she will no longer be part of the team and will be held accountable in front of the project manager for further conviction.
- II. Everyone must respect each other's view and present their words in a disciplined way, in situations leading in violation the person to breach will be held accountable and actions will be taken through mutual discussion of the majority team members.

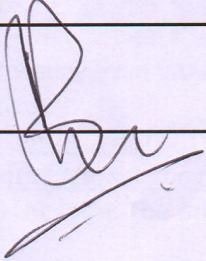
F. Certification by team members:

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.

Name	Arju Adhikari		
Signature		Date	27/02/2022
Name	MD. Aashif Ansari		
Signature		Date	27/02/2022
Name	Nimisha Raut		
Signature		Date	27/02/2022
Name	Sajil Maharjan		
Signature	 Sajil Maharjan	Date	27/02/2022

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandey		
Signature		Date	27 th feb '22