

Team Contract

Project Team Name: Cleckfax Traders Hub

| | Team Member Name | Email | Phone |
|---|-----------------------|------------------------|------------|
| 1 | Swostik Nepal | nswostik23@tbc.edu.np | 9863929499 |
| 2 | Suyash Rijal | Rsuyash22@tbc.edu.np | 9840516995 |
| 3 | Sampurna Simkhada | Ssampurna23@tbc.edu.np | 9823237444 |
| 4 | Sampurna Gautam | gsampurna23@tbc.edu.np | 9840023593 |
| 5 | Roshan Kumar Adhikari | Aroshan23@tbc.edu.np | 9814835182 |
| 6 | Supriya Dhakal | Dsupriya22@tbc.edu.np | 9704513271 |

A. Team Structure:

1. Leadership structure:

The team has decided by majority to follow an individual leadership. The leadership role will be handled by Swostik Nepal.

2. Decision-making policy:

All team decisions will be made by a majority vote. In case of a tie the leader can decide whether to proceed with this plan or not.

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

The team has decided the following roles for the individual person, which they are fully committed to do:

Recorder- Suyash Rijal, Roshan Kumar Adhikari

Documentation Manager- Sampurna Gautam, Supriya Dhakal

Maintainer of team activity- Sampurna Simkhada, Swostik Nepal

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

There will be three meetings per week: two online and one face to face meeting.

Online meetings will take place every Monday and Thursday at 9pm via discord.

Face to face meeting will take place every Wednesday from 1:00pm to 4:00pm at The British College, Thapathali

5. Usual method of communication:

All project related issues will be addressed through JIRA, a project management tool.

Online meetings will be conducted through Discord.

Git/Github will be used to maintain the code in the project.

Discord Server: <https://discord.gg/K9r6y8Kw>

JIRA:

<https://cleckfaxtradershub.atlassian.net/jira/software/projects/SCRUM/boards/1/backlog?atlOrigin=eyJpIjoiY2NkYzc4ZWVhbnV5NDhkMGZlNThhM2FmNjc0MjQ2ODIiLCJwIjoiajI9>

Github Repo: <https://github.com/SwostikN/Cleckfax-Traders-Hub.git>

B. Team Procedures:

1. Method for setting and following meeting agendas:

- The meeting facilitator along with the team leader will set up an agendas 24hr prior to the meeting.
- The team members will be notified through Discord.
- The recorder will be responsible for setting up the environment and leading through the team meetings and making sure that all the agendas are fulfilled.
- If the agendas are not fulfilled/discussed in the meeting it will be noted down by the Documentation manager in creating a minute which shall be discussed in the later meeting at the beginning.

2. Method of record keeping:

The responsibility for recording and disseminating actions will be assigned to the meeting recorder in association with the documentation manager.

- A summary of actions will be distributed within 24-48 hours after the meeting via JIRA /Discord.
- All meeting agendas, minutes, and action items will be stored in JIRA (Files section).

3. Procedures in the absence of a team member:

The meeting shall proceed upon the presence of 4 members.

- In absence, the members should inform the team at least 2hr prior the meeting and ask meeting notes upon arrival.
- Upon regular absence, the absentee must submit their specific reasons along with evidence. And also treat their team members.

C. Team Participation:

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

- The task will be divided evenly among all the members by knowing their field of interest and knowledge.
- For a task, we will try to assign two individuals, one who has knowledge about the field and one who can learn from him/her to improve their skills simultaneously.
- The team members will proactively help others teammates in need and also communicate with each other for the workload allocation.
- The workload can be shared among multiple team members when necessary, as determined by the team leader.

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

- Creating a Discord channel dedicated to showcasing creative ideas, allowing team members to share their project ideas freely at any time. This will encourage an active exchange of thoughts and foster continuous collaboration.
- Assign different team members to lead brainstorming sessions to ensure diverse perspectives are heard.
- Team leads can individually check in with members to gather ideas from those who may not speak up in larger settings.

8. Strategies for keeping on task:

We will divide the task into very small subtask and designate an individual task leader for each major task.

Regular follow-up will be done by team leader to ensure the timely completion of the task.

In failing to meet the task deadline the individual task leader will incur penalty.

D. Personal Accountability:

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

- All the members should have at least an attendance of 80% during this project.
- Leave will be granted in case of an emergency. The absentee should write an email to all the team members explaining a valid reason.
- All team members are expected to arrive on time. A 15-minute grace period will be allowed, after which late arrivals may not be permitted to join.
- In the absence of both maintainer of team activity, the meeting will be postponed to a later date.

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

- The task must be completed within the given deadline, help can be sought from all the team members if needed.
- The documents related to the team project must be kept confidential.
- Members should provide updates on their work to ensure alignment with project timelines and avoid last-minute rushes.

3. Expected level of communication with other team members:

- Every team member must respond to messages within 12 hours to ensure smooth workflow and avoid delays.
- If a team member encounters an issue, they must seek help within 6 hours of facing the problem instead of delaying progress.
- Paired members should stay in contact and cover for each other if one is unavailable due to unforeseen circumstances.
- The feedback from the team members should be constructive and meaningful.
- Team members should provide frequent updates on their assigned tasks to keep everyone informed and aligned with project timelines.
- In urgent situations, a priority communication method (e.g., direct call, tagging in group chats) should be established for immediate attention.
- All members should not stay deafened in the discord server in time of meeting.
- All the team members should share some points regarding the agenda of the meeting.

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

- Every team member should agree with the decision made in the team meeting as per the majority vote. If the team member has some doubt about the decision, it should be raised in the meeting itself.
- Each member should take the responsibility for their each assigned roles.
- Each member should collaborate with other team members when necessary and make adjustments as directed by the team leader.
- Members should prioritize the success of the team and the project over personal preferences.

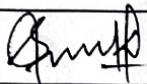


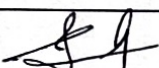
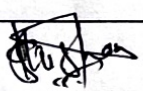
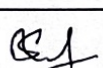
E. Consequences of breach of contract:

- If the team contract is breached the team member will be sent a warning email.
- If the same team member breaches the contract again, they will have to attend a one-on-one meeting with team leader. In this meeting they will have to explain the reason for the contract being breached and will have to discuss the corrective measure to prevent such breaches.
- If the contract is breached for a third time, a meeting will be called for the removal of the team member. Team Leader has the right to expel this member from the team.
- Not being able to complete the assigned task within given deadline is considered breach of contract.
- Failure to maintain the minimum required attendance in the team meeting is considered breach of contract.
- If a team member misses three consecutives team meetings, they will be removed from the team.
- If a team member shares confidential information including source code, team ideas, team contract and others will be removed from the team.

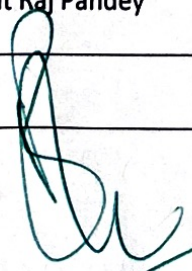
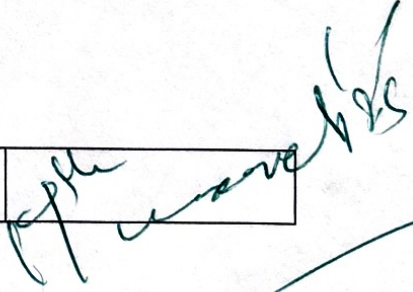
F. Certification by team members:

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 fulfill the terms of this contract.

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|-----------|---|------|------------|
| Name | Swostik Nepal | | |
| Signature |  | Date | 2025/03/17 |
| Name | Suyash Rijal | | |
| Signature |  | Date | 2025/03/17 |
| Name | Sampurna Simkhada | | |
| Signature |  | Date | 2025/03/17 |
| Name | Sampurna Gautam | | |
| Signature |  | Date | 2025/03/17 |
| Name | Roshan Kumar Adhikari | | |
| Signature |  | Date | 2025/03/17 |
| Name | Supriya Dhakal | | |
| Signature |  | Date | 2025/03/17 |

G. Acceptance of contract by tutor:

| | | | |
|-----------|---|------|---|
| Name | Rohit Raj Pandey | | |
| Signature |  | Date |  |