Team Contract

Project Team Name: Cleck Fresh Mart

	Team Member Name	Email	Phone
1	Subash Rimal	rimsubash@tbc.edu.np	9860454599
2	Subarna Raj Upreti	usubarna21@tbc.edu.np	9840076695
3	Karan Chaudhary	ckaran21@tbc.edu.np	9821479916
4	Sandesh Paudel	p.sandesh21@tbc.edu.np	9863464699
5	Mukesh Bikram Malla	mmukesh21@tbc.edu.np	9828742254
6	Navish Dewan	dnavish20@tbc.edu.np	9813942459

A. Team Structure:

1. Leadership structure:

Our team is using individual with shared leadership. Individual leader leads the whole project. In shared leadership, leaders are decided on the basis of their expertise on the particular task.

Karan Chaudhary is leading the whole project. He specialises in frontend.

Sandesh Paudel is leading backend of the project.

Subarna Raj Upreti is leading the UI/UX of the project.

And everyone should equally contribute on the project and actively coordinate with task related leaders.

2. Decision-making policy:

In our project we are using consensus as our decision-making policy. Every team member while making a decision should participate in every team meeting to make a decision and the final decision is made by mutual agreement between all the members. In case of non-agreement, team will take decision on the basis majority vote.

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

Our team has decided that team Recorder and Documentation Manager of team activity would be Sandesh Paudel along with Subash Rimal. They will handle the file management along with all the necessary documents. Recording of the team meetings, fixing the schedule, reminding about it are done by them. Maintaining the team will be done by the team leader (Karan Chaudhary). Maintainer would be fully responsible for maintaining the pace of overall progress of the project and whatever the team is doing is also observed by the leader.

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

Following schedule has been decided for our regular team meetings: -

Regular stand-up meeting:

Day: Every Business Day

Time: 9 PM

Location: Virtual medium via Google meet (Link: https://meet.google.com/khf-kbsu-exj).

Physical Meeting:

Day: Monday and Friday

Time: 12:15 PM - 1: 15 PM

Location: The British College, Thapa thali, Kathmandu, Nepal

5. Usual method of communication:

We are using discord for formal and informal communication using different channels. Github is used for file Sharing and Google Meet is used for team meetings. Other medium like emails, phone calls, text messages are also being used in the time of need.

The following are the links of the communication medium that we will be using: -

Disord: *https://discord.gg/BmQ9kJKE*

Github: *https://github.com/sandesh123paudel/CleckFresh-Mart.git*

Google Meet: *https://meet.google.com/khf-kbsu-exj*

B. Team Procedures:

1. Method for setting and following meeting agendas:

Task based leaders set each agenda after analysing the scenarios from every member. The agenda is set when there is problem or a new idea/solution is arisen during the completion of a task. Team leaders will be notified by the member for setting the agenda or for discussion of the agenda.

Leader will collaborate with the documentation manager for minuting the agendas and then the manger notifies each team members within 24 hours before the actual meeting via email or discord to discuss in it.

Team leader will be responsible for the team following the agenda during a team meeting. Documentation manager will record the whole procedure of setting the agenda and solution analysed after the meeting.

2. Method of record keeping:

Documentation managers and recorders Sandesh Paudel and Subash Rimal will be responsible for recording and disseminating actions. When a meeting is to be done for discussing in an agenda, a invitation message is passed via email or discord within 24 hour to all team members and a report after discussion is also shared to the team via same media. The final documentation containing agendas and actions taken on it will be pushed into GitHub repository in completion of project.

3. Procedures in the absence of a team member:

50% of the team members should be present to conduct the meeting, otherwise the meeting will be postponed by mutual agreement of all the team members.

Members who won't be able to join the meeting should inform the Team leader and team leader should coordinate with the team recorder for the documentation. Absentees without informing the team leader will get a warning for the first time, repetition of the same mistake will cost him RS.300.

In the absence of 50% or less team members, the team leader will contact the members and summarise the meeting. Team recorder will record the whole procedure of the team meeting.

C. Team Participation:

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

Roles and responsibilities for each team members are provided according to the necessity of the project, and they should be obedient in their particular roles.

View of every team member should be encouraged in the team meetings which might be helpful to identify and solve challenges which might arise during the progress of the task.

If a team member is overburdened with the task, then the team leader will assist in finding the solution. Member should feel free to raise any kind of queries regarding the project.

Every team member has right to question the team leader on the separation of task.

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

Team leader should create safe and respectful environment for all the team members where they can share their ideas without fear of judgement. Every idea and feedback should be valued by every team member. In meetings, team members should encourage everyone to participate and listen to each other's ideas and point of view. Equal distribution of task is ensured.

8. Strategies for keeping on task:

Equal task is assigned to every member. Particular deadline and priority order is selected for the betterment of the project by team leader and shared leader. To keep track of all these task, regular monitoring is also done via meeting lead by team leader. To make this more effective , everyone should use ClickUp software for task tracking of every member.

D. Personal Accountability:

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

Team members should be actively participating and punctual in team meetings. One should have at least 80% of the attendance which will be calculated as collective effort and less than 80%-60% will be evaluated as less participation and subsequently be counted in the less effort category. Less than 60% will be warned and if he doesn't show any sign of retention, one can be terminated from the team observing the possible reason of absence.

In every team huddle, one should be present on schedule time, if not team leader should be notified for the possible reasons. If one fails to do so, penalties can be applied up to Rs 150 for more than 15 minutes late.

Members should provide equal participation in meetings providing their opinions, ideas and constructive feedback on other's opinions and views.

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

Team Leader will assign the task to each individual with a deadline allocation. If he exceeds the deadline, one is provided with an extended date viewing the circumstances, again if he is unable to complete again, the team leader will charge the penalty and take over the task and handover to another member. The member can be withdrawn from the team if he repeats the same action.

3. Expected level of communication with other team members:

The team will actively communicate with all the team members regarding the problems, needs, solution, deadlines or anything that is related to the project. If the completion of a project is halted due to any team member, he should inform the team leader according to their assignment deadline. Good communication is very efficient for the proper project progress.

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

The team members should express their strong opinions and views towards the decision made by the team. One's view is strongly taken into consideration in every decision. Member should be wisely dedicated into their responsibility and fulfil the task in provided time.
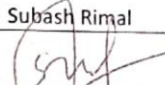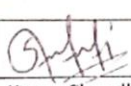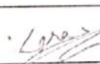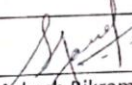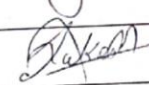
E. Consequences of breach of contract:

As a team, if anyone doesn't follow the contract, he will be warned by team leader for first 2 time analysing the situation. Even if he/she doesn't obey the contract he will be terminated from the team coordinating with project manager.
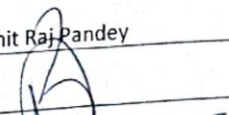
F. Certification by team members:

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	Subash Rimal		
Signature		Date	27 Feb 2023
Name	Subarna Raj Upreti		
Signature		Date	27 Feb 2023
Name	Karan Chaudhary		
Signature		Date	27 Feb 2023
Name	Sandesh Paudel		
Signature		Date	27 Feb 2023
Name	Mukesh Bikram Malla		
Signature		Date	27 Feb 2023
Name	Navish Dewan		
Signature		Date	27 feb 2023

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandey		
Signature		Date	29 /5 /23