Team Contract

Section 1: Team Name

* Lively Leopards

Section 2: Membership

* Ashley Aguilera Rico, Michelle Green, Andrew Kash, Nhan Nguyen, Dante Roberts

Section 3: Roles and Responsibilities

* Ashely Aguilera Rico is a Team Member of Lively Leopard
* Michelle Green is Project Leader
* Nhan Nguyen is
* Andrew Kash is
* Dante Roberts is
* Technical roles will vary throughout the creation of the project and will constantly rotate between members.

Section 4: Team Relationships

* Members will be respectful, engaged, punctual, compassionate, and hard working.
* Members will NOT be disrespectful, non-communicative, and combative.

Section 5: Joint Work

5a. Purposes of Joint Work

* Joint work will be assigned for intensive tasks that will require more work that may be too much for one person.
* Joint work can arise in the case that someone reports going through something that impedes their work and requests assistance in their task.
* Members will be respectful, engaged, punctual, compassionate, and hard working.
* Members will NOT disrespectful, non-communicative, and combative

5b. Team Meetings

* Team meetings are held in room 008 in the University of Louisville College of Business Wednesday from 4:00 – 5:15 PM.
* A single team member will start the creation of the team minutes and agenda on the Monday prior to our team meeting.
  + - Our meeting agenda will detail the following:
      * Date, time, and who called the meeting if applicable.
      * Attendance
      * Topics of Discussion
      * Points of Discussion
      * Decision Points
      * Timeline
      * Stand Up
* Team minutes will be in a folder on the Microsoft Teams titled with the date of the meeting.

Section 6: Individual Work

* Individual work will be assigned during team meetings.
* A task manager is used to keep track of who is assigned what and its importance.
* Due dates will be established at team meetings and be applied to the task manager.
* The task manager will allow team members to measure if an assignment is in progress or has been completed.

Section 7: Documentation and Communication

* Individual documentation can be kept in personal One Drive, iCloud, or Google Drive (any form of cloud storage),
* Team documentation will be kept in the Lively Leopards Microsoft Team
* Casual conversations and quick communication are held through the Lively Leopards GroupMe and most meeting are done in person on Wednesday’s during scheduled class time (can be joined remotely if necessary).
  + - Impromptu team meetings can be held through Microsoft Teams

Section 8: Conflict Resolution

* If a conflict arises that cannot be solved by the participating party arises, then a member of the team outside of the participating party can intervene and be a third party to hear out both sides and come to a resolution or compromise.
* If the third party cannot be impartial and all members of the team are exhausted a possible resolution can be reached with the aid of Professor Chrisman
  + - Note: he cannot make a final decision, nor is he obligated to help

Section 9: Amendments

* The charter will be housed in our Microsoft Teams
* The contract will be reviewed and referred to in every team meeting to ensure compliance.
* In some cases, the contract can be amended, if necessary, with approval of all team members.
  + - We can both add to and subtract from team charter.

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signature, we commit to compliance with the contract for the benefit of all members and the team. ￼

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| **Name** | **Signature** | **Date** |
| Ashley Aguilera Rico | *Ashley Aguilera* | 08/27/2023 |
| Michelle Green | Michelle Green | 08/27/2023 |
| Andrew Kash | Andrew Kash | 08/27/2023 |
| Nhan Nguyen | Nhan Nguyen | 08/27/2023 |
| Dante Roberts | Dante Roberts | 08/27/2023 |
|  |  |  |