Team4_Contract_Signed

by Shasank Shrestha

Team Contract

Project Team Name: CleckShopHub

	Team Member Name	Email	Phone
1	Abhishek Poudel	pabhishek22@tbc.edu.np	+977 986-1289432
2	Amulya Shrestha	samulya22@tbc.edu.np	+977 982-3547342
3	Biliyas Maharjan	mbiliyas22@tbc.edu.np	+977 981-3762592
4	Biraj Shrestha	sbiraj22@tbc.edu.np	+977 981-3283814
5	Shasank Shrestha	sshasank22@tbc.edu.np	+977 974-6312195
6	Soya Shrestha	ssoya22@tbc.edu.np	+977 980-3097697
7	Sushan Bhandari	bsushan21@tbc.edu.np	+977 986-0672343

A. Team Structure:

1. Leadership structure:

Leadership structure will be shared among Shasank Shrestha and Biraj Shrestha over the weeks.

2. Decision-making policy:

The team utilizes a majority vote system for decision-making, ensuring efficient resolutions based on the preferences of the majority.

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

Soya Shrestha and Amulya Shrestha will be responsible for team recording and documentation management.

The Team Leader is responsible for the maintenance of the team activity.

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

Team meetings are conducted three to four times a week

Physical meetings will be held every Monday and Friday at the British College.

Virtual meetings will be held on Discord from 7 PM - 9 PM on Tuesday, and Wednesday.

Meeting link: https://discord.gg/3Gpn4CpwKM

5. Usual method of communication:

Discord will be used as the method of communication.

- Discord Link: https://discord.gg/3Gpn4CpwKM

For sharing files GitHub and Google Drive links will be used.

- GitHub Link: https://github.com/shasankStha/Team-Project
- Google Drive Link: https://drive.google.com/drive/folders/1X0D1ELQ_fgjEWwKxM8uP3SUS_HUKISoC?usp=sharing

B. Team Procedures:

1. Method for setting and following meeting:

The agenda for the current week is set by the initiating leader with the assistance of the team leader. The team member discusses their concerns with the team leader prior to the meeting and the team leader will make changes accordingly.

Agendas will be created based on the tasks that need to be completed. It will be created by the team leader. If any issue arises, team members are free to suggest additional ideas.

Team members will be notified or reminded by the team leader through various communication channels such as email and Discord. The team leader may send out a meeting agenda in advance with reminders closer to the meeting time.

During team meetings, it is the responsibility of the team leader to ensure that the agenda is being followed, guiding discussions and maintaining focus; in the event of any unresolved

agenda items, the team leader will carry forward the discussion to address them in the next meeting.

2. Method of record keeping:

Soya Shrestha and Amulya Shrestha, the record manager will keep the records, and screenshots and share them by uploading them to a shared Google Drive.

Google Docs link (Record):

https://docs.google.com/document/d/1OjctGEgDaFPTNEzMtuWIXCa-c7Y7nx7K_JGp7ctjyB4/edit

After every meeting, the team leader will update Google Docs with a summary of the decisions made and the activities to be done. After the agendas are set, the team leader will inform the team members through mail or discord.

Google docs link(Agendas):
https://docs.google.com/document/d/1fHLIlcgnpMio1IOXG5uFKN075HKMHaIqvVH45gxhCL0/edit?addon_store

3. Procedures in the absence of a team member:

Meetings can proceed if 70% i.e. 5 team members are present, but decisions that everyone needs to agree on will be put on hold until we can all come to an agreement. If a member is unable to attend due to a legitimate reason, they are required to make up for it by presenting the information at the next meeting.

C. Team Participation:

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

To ensure cooperation and fairness in task distribution, our team adopts several strategies. We prioritize open communication, ensuring everyone's input is valued, and workload is distributed equally to all team members. Punctuality is emphasized for meetings, with exceptions made in emergencies. We also rotate responsibilities to prevent burnout and promote skill development. If any of the team members face an issue, others will assist him/her to come up with a solution.

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

Encouraging members to share their ideas by explicitly inviting them and ensuring everyone has an equal opportunity to contribute. Creating an environment where team members can freely express their opinions without worrying about criticism or condemnation.

8. Strategies for keeping on task:

Rely on communication tools like Discord and project management platforms such as GitHub to assign tasks and track progress. Conducting regular team meetings to keep everyone updated on the project's status. Establish working schedules with deadlines for each task to ensure accountability and timely completion.

D. Personal Accountability:

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

We expect 80% attendance from each individual. Regular attendance is crucial for effective collaboration and communication within the team. If for any reason an individual cannot attend a meeting, they should notify the team in advance, whenever possible.

Everyone is expected to be punctual for all team meetings. Being on time demonstrates respect for colleagues' time and ensures the smooth running of the meeting. A 15-minute grace period is allowed for unforeseen circumstances. However, this grace period should not be abused and should be used sparingly.

Active participation is essential for the success of team meetings. This includes contributing ideas, asking questions, and engaging in discussions relevant to the agenda. Each team member is encouraged to share their insights, experiences, and concerns during meetings to foster a collaborative environment. Constructive feedback and suggestions for improvement are welcomed and encouraged by all team members.

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

We expect the members of the team to complete the task by the deadline that was set during the team meeting. We anticipate that each team member will take personal responsibility for their assigned responsibilities and give their all to ensure the project's success. If any member has an issue, he/she can contact the team and address their problem.

3. Expected level of communication with other team members:

Clear and consistent communication among team members is essential for success. It involves providing timely updates on task progress, promptly responding to messages, and ensuring everyone understands project goals and expectations. Actively listening to team members, collaborating on solutions, and offering constructive feedback contribute to a productive environment. Prioritizing effective communication enables teams to work harmoniously towards achieving their objectives

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

Team members are expected to fully commit to decisions made collectively and diligently carry out assigned tasks. This entails supporting team decisions, meeting deadlines, actively contributing, and addressing challenges promptly. By maintaining a high level of commitment and team effectiveness, success can be ensured.
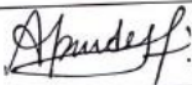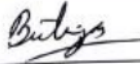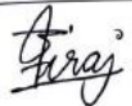
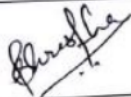# E. Consequences of breach of contract:

In case of a breach of the Team Contract, the team member involved may be required to report to the project manager to discuss the situation and potential resolutions. We will speak with them personally and provide them with an opportunity to clarify their behaviour. The penalty might be anything from a verbal warning, depending on how serious the violation was for three times and the final penalty will be removal from the project team. When resolving such matters, we'll uphold fairness and transparency and make sure that everyone in the team is aware of the responsibilities and penalties specified in the contract.

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.

Name	Abhishek Poudel		
Signature		Date	03/07/2024
Name	Amulya Shrestha		
Signature		Date	03/07/2024
Name	Biliyas Maharjan		
Signature		Date	03/07/2024
Name	Biraj Shrestha		
Signature		Date	03/07/2024

Name	Shasank Shrestha		
Signature		Date	03/07/2024
Name	Soya Shrestha		
Signature		Date	03/07/2024
Name	Sushan Bhandari		
Signature		Date	03/07/2024

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandey		
Signature		Date	03/07/2024

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PRIMARY SOURCES

1	Submitted to University of Western Ontario Student Paper	4%
2	www.coursehero.com Internet Source	3%
3	744105120945907802.weebly.com Internet Source	2%
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