TEAM CONTRACT

Project Name: Lily Systems

**Team Members:**

1. Jennifer Klimova (Project Leader) - Mobile App

2. Nathan Nickel (Web Design)

3. Alexander Martin (Web Database)

4. Wes Thompson (Web Design)

A. Commitments:

As a project team we will:

1. Only agree to do work that we are qualified and capable of doing.
2. Be honest and realistic in planning and reporting project scope, schedule, and managing workload (Share the load).
3. Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
4. Keep other team members informed.
5. Focus on what is best for the project as a whole.
6. See the project through till completion.

B. Participation

We will:

1. Keep issues that arise in meetings in confidence within the team unless otherwise indicated.

2. Be honest and open during meetings.

3. Encourage a diversity of opinions on all topics.

4. Give everyone the opportunity for equal participation.

5. Be open to new approaches and listen to new ideas.

6. Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved.

7. In the event that a team member is not doing their share, attempts will be made to aid them if possible. If it continues, a meeting with the teacher will have to be made.

C. Communication

We will:

1. Seek first to understand, and then to be understood.

2. Be clear and to the point.

3. Practice active, effective listening skills.

4. Keep discussions on track.

5. Use visual means such as drawings, charts, and tables to facilitate discussion.

6. Talk about any problems we may have throughout the course

7. Weekly meetings, Emails, Text Messages and casual face to face meetings throughout the week will be our means of communication.

D. Problem Solving

We will:

1. Encourage everyone to participate.

2. Encourage all ideas (no criticism), since new concepts come from outside of our normal perceptions.

3. Build on each other's ideas.

4. Use team tools when appropriate to facilitate problem solving.

5. Whenever possible, use data to assist in problem solving.

6. Remember that solving problems is a creative process—new ideas and new understandings often result.

E. Decision Making

We will:

1. Make decisions based on data whenever feasible.

2. Seek to find the needed information or data.

3. Discuss criteria (time, impact, etc.) for making a decision before choosing an option.

4. Encourage and explore different interpretations of data.

5. Get input from the entire team before a decision is made.

6. Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.

7. Ask all team members if they can support a decision before the decision is made.

F. Handling Conflict

We will:

1. Regard conflict as normal and as an opportunity for growth.

2. Seek to understand the interests and desires of each party involved before arriving at answers or solutions.

3. Choose an appropriate time and place to discuss and explore the conflict.

4. Listen openly to other points of view.

5. Acknowledge valid points that the other person has made.

6. State our points of view and our interests in a non-judgmental and non-attacking manner.

7. Seek to find some common ground for agreement.

G. Meeting Guidelines:

1. Meetings will be held every week.

2. The scribe will issue minutes within 2 days of the meeting.

3. All problems and solutions discussed in the meeting will be written down for the future

H. Meeting Procedures:

1. Meetings need to be started on time.

2. Team members will come to the meetings prepared.

3. What is to be expected to be done for the next meeting will be discussed at the end of each meeting.

4. Unresolved issues will be added to the Issues list.

5. If a team member can not attend a meeting, he/she will send a notice and a reason to why they cannot attend. The team member must contact a fellow team member to get caught up on recent updates on the project.

6. Meeting tasks will be rotated among members.

Signatures: (Team members)

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By signing this agreement – you verify the following.

1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1. Jennifer Klimova Date: 9/23/2016

2. Alexander Martin Date: 9/23/2016

3. Nathan Nickel Date: 9/23/2016

4. Wes Thompson Date: 9/23/2016