IIT Madras
BSc Degree

Team Contract

TEAM 30

01

Team Details

1. Satyaki Goswami, *21F2001257*

2. Shreya Shambhavi, *21F1001507*

3. Mandyam Srinivasulu Puja Sri, *21F1004587*

4. Adarsh Pradhan, *21F2000283*

5. Venkata Saimurali Yasaswi Kapila, *21F1002287*

Transition Processes

1. What are our **performance goals**? (e.g. grade, innovation, quantity of work)

2. What are our **learning goals**? What knowledge and/or skill development will we focus on together?

3. What are our **people goals**? (e.g. enjoying teamwork, making new friends, becoming potential professional work colleagues)

01. We aim to earn an S-grade. To do the same, a task can be broken down into several qualitative and quantitative sub-parts. Each qualitative task would be carried out empirically while the quantitative ones would be dealt with precision on the basis of expertise and experience amongst the teammates. Each set of tasks would be distributed amongst the team members along with a strict deadline. This ensures an increment in the amount of time one invests and efficiency. Our final goal is to come up with a systematic mechanism for our chosen topic that could be justifiably generalised in terms of usage.

02. Although the set of learning goals is broad, here is an encapsulated outline of the ones that are of utmost priority - First and foremost, we should be able to imbibe the findings in our professional life, extending them to our personal matters as well. To inculcate each and every lesson that is being taught to us by the lecturers and the instructors. They'll not only help us during our project work but in our careers as well. We would be always open to constructive criticism and if required, try and learn better ways to take it and use it for our work's betterment - both on an individual as well as collectively. We must also carefully document every failure - their causality and potential way outs.

03. Teamwork is at the crux of this project, ergo, we will try to understand each and every opinion that is being put forward by each of us so that each member feels equally important and heard. Each opinion will be acknowledged and if being discarded, the rebuttal shall happen only after proper discussion and dissection. Each one of us should be willing to elaborate the teachings from this project, as well the subject, to outsiders who might not have had the opportunity to have the relevant exposure. Last but not the least, each one of us shall inculcate necessary soft skills, and hone them to use in every walk of life.

Action Processes

How will we organise leadership for this project (e.g. project leader, sub-group leaders)?

To choose a proper leader for a group project is a matter of utmost importance bearing in mind the fact that the chosen person is going to represent not just the team but also the work that is being done. This person should be ready to LEAD and take responsibility for the decisions being taken. Experience plays an important role in selecting a leader and relying on the same, the team has unanimously decided that **Satyaki Goswami** (21f2001257) is going to lead Team 30 for the SPG project.

03

What **Roles** would the other members play?

Each and every team member is equal in terms of importance. Each opinion and input would be gauged on the basis of rational analysis. Having said that, each task or sub-parts of the same would be divided amongst all for them to execute them successfully. We believe that each elementary task/assignment shall add to the bigger picture. Some tasks would be assigned on the basis of experience/expertise, others on the basis of workload. Having said that, **Adarsh** will be the **Communications Head**, **Yasaswi** will be the **Research Head (Social Science)**, **Puja** will be the **Research Head (Science)**, **Shreya** will be the **Creative Head**, and **Satyaki** will be the **Team Lead and Documentation Head**.

04

Action Processes

3. How are **decisions made** (e.g. consensus, majority, selected by leader, other)?

4. How will we **work together at different stages of the team task** (e.g. work separately then pool ideas, pass the task sequentially, all work simultaneously)?

5. What **communication mode** will we use and when (e.g. face-to-face, email, Teams, phone, etc)?

03. All the decisions would be made by considering the pros and cons of the approach. Each member shall carefully dissect the scenario and voice their perspective. After that, on collective consensus, the final decision shall be taken. At the same time, we will provide a healthy space amongst ourselves which fosters constructive criticism. Even if a particular decision does not deliver expected results, rather than pointing fingers, we shall use the situation to detail the failure and analyse it. This shall not only provide a solution space to learn from but will also add to the transparency of the project.

04. Depending on the task at hand, we shall be dividing the work amongst ourselves. The literature review will be led by Puja and Yasaswi, while Shreya shall help in templating and designing. Adarsh will be responsible for heading the search for resources and allocations and Satyaki will be taking care of the documentation and streamlining of tasks. Each team member will assist the head/lead and the work shall be peer reviewed by each of them.

05. In order to make communication and conversations smooth, we shall be relying on the **WhatsApp Group** that we have made specifically for this task. We would be resorting to **Google Meet** for periodic meetings. Apart from these, we would also be utilising **Google Suite**.

Action Processes

06. When and where will we hold our meetings? Describe meeting protocol.

Since all the five team members are based in different geographical locations, our meetings will take place through Google Meet. On a standard basis, we will have three meetings per week, from 20:00 to 21:30. This way, we won't fall out of the loop. The frequency of meetings can go up based on the task at hand and proximity of deadline(s). As far as the protocol is concerned, each meeting will have us spending five minutes catching up followed by an hour of work. Once done, we shall spend fifteen minutes on the review, while the last ten minutes are to be dedicated towards charting out the agendas for the next meeting.

07. How will we help team members (sharing knowledge and resources)?

Team 30 shall provide a healthy and warm ecosystem to all the members. This shall make sure that each member is heard and their opinions are acknowledged. Once this is taken care of, each member will be sharing interesting research papers, articles, or any other form of literature, along with relevant videos on the Whatsapp Space for everyone to go through them. The research shall be led by the Science and Social Science Research Heads of the team. Each member who brings in a new resource shall be providing their findings from the material in written form (for future references) while the rest of the team shall compare their own findings with it in the meetings. This would ensure that each inference and point of view is incorporated in the final product. Each literature/media would be stored in a shared Google Drive while each study would be documented using Google Suite with access available to each member of the team.

How will we share the workload (quantity, quality, time)? What will we do when a team member is doing more (or less) work than others? What happens if someone is legitimately unable to complete their role in an assignment?

The quantity of work shall be divided amongst each member of the team equally. This division shall be based on their spectrum of expertise and team protocols. In order to ensure that the work being done is of high quality, each member of the team shall be reviewing others' work regularly. This reviewing shall also take place during group meetings. This peer review system shall ensure that the quality of work stays top notch and everyone has their ideas acknowledged. Apart from this, the workload sharing will also take into consideration the availability of the member(s). Since we have other academic/ professional pursuits simultaneously, increment and decrement of work shall come into play based on genuine reasons. At the same time, if a member of the team is working more than their allocated time, it is the responsibility of their teammates to provide them with an affordable off-period/lessen their workload for the next few tasks. Such a reward system can make sure that each bit of labour is accounted for. If someone is not able to complete their task within the deadline or if they are being less productive than others, the issue shall be addressed in the meetings where we shall collectively discuss the genuineness of their reason while trying to figure out a solution for the problem.

Action
Processes

When and how will we review progress on goals? What is our process for setting and meeting deadlines?

We shall be ensuring that the progress is accounted for in each meeting. Apart from that, in order to keep a better track of progress, we shall be using "Trello". An excel spreadsheet would also be maintained with each and every task being enumerated in it.

01. How will we manage conflict if it becomes personal and not task related?

We would first set up an environment where we welcome all the parties to be honest and voice their opinions comfortably. This expression would help each and every member of the team to get clarity about the matter at hand, which in turn would reduce misunderstandings and miscommunication. Transparency is our prime target.

02. What will we do to make the experience of working together a positive one?

To enhance the overall experience of working in a team, we will ensure that no one feels left behind and share our successes and failures together. Supporting each other is our priority, throughout the project, and we want to make sure that all the team members can learn not only from the tasks at hand, but also from each other - in terms of perspective as well as methodologies adopted. Additionally, once a month, we can do a team activity which could include playing a game or watching a movie together. This would instil a mindset of break-time.

03. How will we celebrate successes & commiserate goals we do not meet?

In order to celebrate a successful stint, we have collectively decided to meet during the upcoming Paradox and have a grand feast together. Apart from this, we also aim to publish our work in a research journal or present it at a reputed conference. As far as the unmet goals are concerned, we will be keeping an account of all the mistakes and the targets that we failed to meet within the stipulated time. Followed by this, we shall reflect on these failures and take steps to mitigate them.

Acknowledgement

The Team Leader's review, feedback, and appraisal of each team member's work during milestones will be final. As a project member, I will acknowledge this and sign the contract accordingly.

Satyaki Goswami

Shreya Shambhavi

M S Puja Sri

V S Yasaswi Kapila

Adarsh Pradhan