**Module 2 – Multiplayer Game**

**TEAM CONTRACT (Template)**

Team members

|  |  |
| --- | --- |
| Name and Surname | TCS/AM/Minor/Resit/Other |
|  |  |
|  |  |

**1. Document Purpose**

The purpose of this team contract is to outline the **standard operating practices and team norms** of the above named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are formulated and agreed to, by all team members as indicated by their signature at the end of the contract.

**2. Agreement on Teamwork Practices**

The team agrees to the following guidelines regarding general procedures, practices, and behaviours that are deemed acceptable.

1. **EXPECTATIONS:**

**Project Expectations**

|  |  |
| --- | --- |
| **Deadlines** |  |
| 1. We **monitor** deadlines and milestones by: |  |
| 1. We **follow up** on individual deadlines by: |  |
| 1. We deal with **unforeseen** circumstances by: |  |
| **Contribution Equality** |  |
| 1. We **ensure** that social loafing won’t occur by: |  |
| 1. We **divide** work as follows: |  |
| 1. We ensure that **everyone understands** what happens, by: |  |

**Member Expectations**

|  |  |
| --- | --- |
| **Effort** |  |
| 1. What are your **priorities**? |  |
| **Integrity** |  |
| 1. We **avoid** plagiarism, pirating and false reports by: |  |
| **Roles & Responsibilities** |  |
| 1. Our **roles** in the project are assigned as follows: |  |
| 1. We divide **responsibilities** as follows: |  |
| 1. When roles evolve, we maintain **accountability** by: |  |

1. **COMMUNICATION**

|  |  |
| --- | --- |
| 1. We use the following **mediums** (WhatsApp, Canvas etc.) to communicate: |  |
| 1. The maximum time to **respond** is: |  |
| 1. We will **handle conflict** by: |  |

1. **MEETINGS**

|  |  |
| --- | --- |
| 1. Our meetings are **scheduled**: |  |
| 1. We **prepare** for meetings by: |  |
| 1. We ensure that everyone is **involved** in meetings by: |  |
| 1. If someone misses a meeting, the **consequence** is: |  |
| 1. We use the following **meeting** **administration tools**: |  |

1. **BREECHES AND PENALTIES**

|  |  |
| --- | --- |
| 1. If someone **breaks** the contract, then…  Outline a procedure of how to respectfully make the team member aware of a breach (they may not be aware). |  |
| 1. If someone breaks the contract **again**, then… |  |
| 1. What are the **penalties** if there are recurring breeches? |  |

**3. Declaration**

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

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Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date