**Team Compact: Project Management Group**

**Course Title:** CAB302 – Software Development

**Team Name:** FACT

**Team Members:**

1. Summer Langguth
2. Joshua Thompson
3. Lucien Shand
4. George Staines

**1. Purpose of the Compact**

This compact outlines the expectations, responsibilities, communication practices, decision-making processes, and consequences agreed upon by all team members. Its purpose is to ensure effective collaboration, accountability, and a successful project outcome.

**2. Team Goals (examples provided – add what your team considers important)**

* Complete all project deliverables by deadlines.
* Maintain high-quality standards in all submissions to assist in achieving the best grade possible.
* Support each other’s learning and growth.
* Practice professional behaviour aligned with project management principles.
* Communicate effectively to ensure streamlined project progression.
* Follow systematic progression of the project to ensure all critical features are implemented

**3. Communication Plan**

* **Primary Platform:** Instagram DM
* **Meeting Frequency:** Biweekly, in the tutorial and at 12pm on Wednesdays
* **Response Time Expectation:** Within 24 hours, include realistic timeframe if needed
* **File Sharing:** Store all possible files in GitHub

**5. Decision-Making Process**

* All decisions will be made via group discussion, ideally in person, and majority opinion
* Resolutions will be touched on in the weekly meetings to ensure agreement.
* Compromise is necessary and a mesh of ideas is encouraged if possible.
* Respect for all opinions is required.

**6. Conflict Resolution**

* Address issues privately and respectfully within the group.
* Attempt to resolve issues in person.
* If unresolved, escalate to the instructor or supervisor.
* Document the issue and attempted resolution steps.

**7. Accountability and Participation**

Each team member agrees to:

* Attend all scheduled meetings or inform the team in advance.
* Complete assigned tasks on time and to the agreed standard.
* Communicate proactively about delays or issues.
* Contribute equally to the workload.

**8. Consequences for Not Meeting Expectations**

| **Offense** | **First Instance** | **Second Instance** | **Third Instance** |
| --- | --- | --- | --- |
| Missed deadline | Meeting check-in and re-distribution of workload if needed | Group discussion and escalation to tutor | Escalate to Unit Coordinator |
| Lack of participation | Peer feedback and support | Escalate to tutor | Escalate to Unit Coordinator |
| No communication | Verbal check-in and documentation | Escalation to tutor | Escalate to Unit Coordinator |
| Disrespectful behavior | Apology and group discussion | Written report to tutor | Written report to Unit Coordinator |

**9. Agreement and Signature**

We, the undersigned, agree to uphold this compact throughout the duration of the project and to revise it if necessary, by group consensus.

|  |  |  |
| --- | --- | --- |
| NAME | SIGNATURE | DATE |
| Summer Langguth | S.L. | 5.08.25 |
| George Staines | G.S. | 5.08.25 |
| Lucien Shand | L.S. | 5.08.25 |
| Joshua Thompson | J.T. | 5.08.25 |