**CASUAL JOBS DATABASE V.1**

**Team Contract**

Date: 22nd July 2020

**Team Members**

Supun Chandra Malimage - Project Manager

Kalaivani Ilango - Team Member

Ruban Ravi Sebastian - Team Member

# Team Contract

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| Project Name | Casual Jobs Database |
| Project Manager | Supun Chandra Malimage (2193624) |
| Team Name | SKR |
| Client | Clement Sudhakar Swarnappa |
| Advisor | Dr. Steve McKinlay |
| Project Coordinator | Robert Sutcliffe |

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| **Team Details** | | |
| **Name** | **Contact details** | **Skills** |
| Supun Chandra Malimage (2193624) | supun.malimage01@ student.weltec.ac.nz | Full Stack Web developer (PHP/MySQL/HTML/CSS/JS) and network admin |
| Kalaivani Ilango (2208791) | kalaivani.ilango01@ student.weltec.ac.nz | HTML/CSS, system analysis, design methodologies and system trainer. |
| Ruban Ravi Sebastian (2207078) | Ruban.Sebastian01@ student.weltec.ac.nz | Project Management coordinator, QA tester, technical writer, and front-end developer. |

# Project Vision:

As a team, we are expecting a grade of **“A+”** with the percentage of **“90 to 100%”**. In order to achieve this, each member in this group will be committed and putting in the maximum effort to bring the best out it.

## **Introduction:**

The purpose of this team working agreement is to outline standardized expectations for the **Casual Jobs Database** project concerning, but not limited to, the working relations and group structure among team members. The contents herein addressed are:

* Communication
* Decision making
* Responsibility
* Participation
* Leadership
* Handling Conflicts
* Consequences

# Communication:

Communication between team members shall be through e-mail, phone conversations, Zoom sessions and weekly team meetings. Members will check their e-mail once daily and reply when requested or necessary. Team meetings are scheduled every Tuesday and Thursday. If a member cannot attend a team meeting, they must communicate to all members 24 hours prior to the meeting. Failure to communicate their absence will result in a strike (see "Consequences" below).

# Decision Making:

All ideas and directions will be kept open until a final consensus decision is made by the group. Final ideas and decisions will be adopted in one of two ways: secret ballot or coin toss. Failure to communicate or acting on a decision not sanctioned by the entire team, will result in one strike.

# Responsibility:

Members of the team are expected to complete all tasks assigned to them by the due date. If unforeseen obstacles prevent task completion, this will be handled accordingly. Difficult or unclear responsibilities must be voiced to other team members swiftly so that they can be clarified or redefined.

# Leadership:

Leadership is strictly informal with a democratic debate system used for decision-making. A primary meeting facilitator will be assigned prior to each meeting. The facilitator will be responsible for compiling an agenda and directing the smooth flow of the meeting. Natural leadership will evolve over time, and this working agreement shall be edited to accommodate such future logistical changes.

# Handling Conflicts:

* As a team, we will regard conflict as normal and as an opportunity for growth.
* Seek to understand the interests and desires of each party involved before arriving at answers or solutions.
* Choose an appropriate time and place to discuss and explore the conflicts.
* Listen openly to other points of view.
* Repeat back to another person what we understand and ask if it is correct.
* Acknowledge valid points that the other person has made
* State out points of view and out interests in a non-judgemental and non-attacking manner.
* Seek to find some common ground for agreement.

# Group Progress:

The group will create a timeline that includes dates for expected completion of work and other group objectives. This timeline will help the group to determine progress and how rules should be enforced regarding participation of each group member.

# Penalties:

**Penalties make the team members to understand the importance of this project:**

* If the team members are delayed to the meeting or daily project work, they need to give a $5 worth food to team members as penalty
* If there are uninformed absences without prior notice (depends on the situation), then they need to give $10 worth food to team members as penalty

# Meeting Guidelines:

1. Meetings will be held every Monday, Wednesday, and Thursday.
2. Meetings will be called by Supun Chandra Malimage
3. Agendas will be issued every Monday in advance by the team.
4. Meetings will be facilitated by Kalaivani Ilango.
5. Evaluations of meetings will be conducted every Friday.
6. Team member will circulate minutes of meeting within 1 day of the meeting.

# Team members availability:

**Team Member: Supun Chandra Malimage Keys: A = Available, NA = Not Available**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **8am-9am** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **9am-10am** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **10am-11am** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **11am-12pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **12pm-1pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **1pm-2pm** | **A** | **NA** | **A** | **A** | **NA** | **NA** | **NA** |
| **2pm-3pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **3pm-4pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **4pm-5pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |

**Team Member: Kalaivani Ilango Keys: A = Available, NA = Not Available**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **8am-9am** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **9am-10am** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **10am-11am** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |
| **11am-12pm** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |
| **12pm-1pm** | **NA** | **NA** | **A** | **A** | **NA** | **NA** | **NA** |
| **1pm-2pm** | **NA** | **NA** | **A** | **A** | **NA** | **NA** | **NA** |
| **2pm-3pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **3pm-4pm** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |
| **4pm-5pm** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |

**Team Member: Ruban Ravi Sebastian Keys: A = Available, NA = Not Available**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **8am-9am** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **9am-10am** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **10am-11am** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |
| **11am-12pm** | **A** | **A** | **A** | **A** | **A** | **NA** | **NA** |
| **12pm-1pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **1pm-2pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **2pm-3pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **3pm-4pm** | **NA** | **NA** | **NA** | **NA** | **A** | **NA** | **NA** |
| **4pm-5pm** | **NA** | **NA** | **NA** | **NA** | **A** | **NA** | **NA** |

**Group meeting schedule Keys: A = Available, NA = Not Available**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **8am-9am** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **9am-10am** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **10am-11am** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **11am-12pm** | **A** | **A** | **A** | **A** | **NA** | **NA** | **NA** |
| **12pm-1pm** | **NA** | **NA** | **A** | **NA** | **NA** | **NA** | **NA** |
| **1pm-2pm** | **NA** | **NA** | **A** | **NA** | **NA** | **NA** | **NA** |
| **2pm-3pm** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **3pm-4pm** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |
| **4pm-5pm** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** |

# Contract Agreement:

This is an official contract. Once you have signed it you are accountable. By signing this contract, you have fully read and agreed to the contents of the contract.

Name: Supun Chandra Malimage Signature: Date:

Name: Kalaivani Ilango Signature: Date:

Name: Ruban Ravi Sebastian Signature: Date:

# Disclaimer:

The ideas and requirements set forth in this working agreement are established to provide the best possible working conditions for completing the assigned project.

*If you have any questions concerning this memo, or the contents therein, please direct them to the project manager:*

Supun Chandra Malimage (2193624)

[supun.malimage01@student.weltec.ac.nz](mailto:supun.malimage01@student.weltec.ac.nz)

+64 28 422 8131