**COMP1350 Team Contract Template**

Your team will create a team contract to help support your learning and progression through this group assignment project. Create an agreement where your team considers any obligations you have (i.e., a major assignment is due in week 6 for another class, so you can decide whether you need to move some of the work from week 6 to week 7 to accommodate this other work). Be realistic about weekly expectations for meeting times and choose an appropriate time when most members can attend.

This contract must be completed and emailed to your T.A. by the end of Week 5 (25/08/2024 11.55 pm). Only one group member needs to email the contract, but all members should be cc’d on the email for transparency. Make sure an appropriate subject is included, i.e., COMP1350 - Group # Team Contract.

**Part 1 Team Details**

**Communication**

*What is the teams' preferred communication method and time? How often will the team communicate throughout the week? Is everyone able to respond promptly? Are any shared documents being regularly updated? Is everyone performing an equal amount of work?*

Add details here.

**Contact Details**

Each member has a different schedule and preferred work time. Some people are morning people, while others are night owls. Take advantage of this to organise the best times to communicate. It is also important to have ONE method to communicate throughout this project, so providing the preferred communication method and exchanging preferred contact information between members will improve communication.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Preferred meeting days/time | Project Availabilities | Project Unavailability | Preferred contact details | Strengths |
| e.g. Jon Snow | Wk4-6: Mondays (morning till midday)  Can do online between 4 pm and 6 pm everyday | Wk4: 2 meetings  Wk5:1 meeting (big assignment due)  Wk6: no meetings but can go to consultation (lots of assignments)  Wk7: 2 meetings  Wk8:  Break Wk1: 1 meeting | Wk5: Cannot do Thursdays to Fridays | Agreed Team Communication  Email: [student.name@students.mq.edu.au](mailto:student.name@students.mq.edu.au)  Alternate Contact Details  Discord:  #Id\_for\_disc | E.R. diagrams, time management, attention to details |
|  |  |  |  |  |  |
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**Expectations and Goals**

*How much work is expected of each member each week? What skills do you want to develop throughout this project?* *Who is going to reach out and ask for updates or organise meeting times? When do you want the first stage of work to be completed? How are you going to monitor progress throughout the project? Additionally, creating some shared documents to perform your tasks together might prove to be beneficial and hold your team accountable.*

Add details here (planning this now might give you an indication of how the group members might work)

**Timeline of work**

Update this timeline to represent the work distribution you hope to have for your project.

|  |  |  |
| --- | --- | --- |
| Weeks | Team Goals | Meeting Times (meeting attendees) |
| 4 (e.g.)  Fill in for your team | * Read over the assignment and start task 1 | * Tuesday 3 pm (M.K., G.W. and F.L.) * Thursday 11 am (online) (M.K., F.L. and L.A.) |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| (submission date) |  |  |

**Required in Contract**

**Diversity and Inclusion**

All members will be given an equal opportunity to share their opinions and goals, regardless of the background, gender, or sexuality of the member or group. Students are likely to have different learning styles and preferences, and by encouraging these differences, we can foster a safe and enriching group environment. No negative behaviour within the group will be accepted, including name-calling, inappropriate language, or exclusion.

**Integrity of Work**

All students in the group are responsible for the integrity of the work submitted. Cheating is not permitted; this includes from other group work or online sources. Any sources outside the unit require appropriate referencing. If any team members do not contribute an equal amount as determined by the group or breach academic integrity, that member risks being removed from the group or incurring a reduction in grades.

**Terms and Conditions**

By signing this agreement, you agree to the stipulated meeting times and communication methods. By signing this agreement, you agree to comply with the diversity and inclusion stipulations above and accept any consequences incurred from breaking these expectations. You also agree to have read and agree to the measures taken to combat academic integrity breaches as outlined.

**Signatures (You can draw or use your initials, if need be).**

Member 1:

Member 2:

Member 3:

Member 4:

Member 5:

Teaching Assistant: