

Team Contract Template

Step 1: Discuss.

What would we have to actively do to make this team project suck?

- *Lack of Communication*
- *Last-minute work*
- *General rudeness/disrespect*

Therefore, what do we agree to actively do to make this a fun and fruitful team?

Note: do not just say "we won't do the things listed above"

- *Ask for help*
- *Plan early*
- *Coming to class/meetings prepared*
- *Sticking to deadlines*
- *Flexibility*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

Team Name: TAG Team

Team Meetings: We (all group members) agree to meet during the class period in the classroom. TR 2:40 PM - 4:05 PM.

Communication: We agree to....

Communication: Discord & iMessage

Frequency: All group members will check communication once a day.

Within: Within 24 hrs.

Team Manager: We agree to not have a Team Manager.

For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?

Conflict:

What disagreements do you anticipate?

- We expect to disagree on how long a task will take.
- We expect to disagree on how to implement a certain feature.

What will you do when there is disagreement on the team?

- We will vote. If a tie and the team agrees, we will flip a coin to decide tiebreakers.

Consequences: We agree to...

What will happen if someone doesn't follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.

- If you miss a team meeting without letting the team know, you are choosing a 5% deduction on the progress check for that sprint.
- If you do not put in enough hours during a specific week, and therefore do not meet your assigned sprint goals, you are choosing a 10% deduction on that sprint's demo day grade.

Team Member's Name	Team Member's Signature
McNeil McCarley	<i>McNeil McCarley</i>
Lawrence Jones	LAWRENCE JONES
Tyler Howell	<i>Tyler Howell</i>
Jonnie Nguyen	<i>Jonnie Nguyen</i>