**TEAM CONTRACT – Group 4**

The below members are referred to as Team in the below contract document.

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| **Name** | **UIN** | **E-Mail** |
| Bindra, Varun | 424007076 | palak4044@tamu.edu |
| Kalra, Palak | 423001760 | varunbindra@tamu.edu |
| Prabhakar, Amit Kumar | 324005964 | [amit.prabhakar@tamu.edu](mailto:amit.prabhakar@tamu.edu) |

**Team Objective:**

Our objective is to complete the project / assignment given on time meeting the expectations and in full compliance to all the deliverables of the project.

**Validity period:** 02nd Feb 2016 to 30th May 2016

**Procedures:**

* **Guiding Principles:** We will look for solutions for problems than finding faults. We shall look for new ideas and our main concern shall thrive for excellence of output and process.
* **Decision Making Policy:** The decision making will be on majority vote.
* **Communication:** The method of communication would include but not limited to e-mail, cell phone, face-to-face for all communication. The team members have exchanged e-mail ID’s and phone numbers which will be used for communication. The team members are expected to get back to each other within 4 hours during business hours or next business day if contacted after business hours.
* **Method of Sharing Documents:** Google drive may be used for sharing documents among the team members during the course of the project. Each team member will have full read and write access to the common document. In addition to google drive the team may use USB, e-mail and paper printouts.

**Expectation:**

* **Team Participation:** Each team member will do as much as they can, applying their skills in the areas of knowledge and experience. Each member will keep in contact as much as possible to ensure no one is overloaded, and help each other whenever required.
* **Encouraging/including ideas from all team members:** Each member is expected to submit or share ideas to the group and select the best idea by voting.
* **Attendance:** Each team member is expected to attend all team meetings at the place and time specified.
* **Task / Role:** Each team member has to complete the work assigned to them and contribute by sharing knowledge and information in order to complete the project on time.
* **Rewards:** Each team member on completion of work before time will get a chocolate and appreciation from other team members which may reflect positively on the pear evaluation.

**Consequences for Failing to Follow Procedures and Fulfill Expectations:**

* If someone fails to follow procedures or fulfill expectations in full or in part they will have to buy the other team members any meal from Subway for lunch.
* If the violation continues they have to buy lunch for each member of the team at the restaurant of choice (selected by the other team members) and risk a remark from others in pear evaluation.

We agree to follow the team contract for the above-referenced project. We also declare that each team member complies with the contract terms and conditions.

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| **Name** | **Signature** |
| Bindra, Varun |  |
| Kalra, Palak |  |
| Prabhakar, Amit Kumar |  |