Team Contract – *Team Name*

*Replace or delete all the italicized words, which are examples.*

*This contract will be used for group evaluation at the end of class.*

| ***Team Name*** | |
| --- | --- |
| *Vidisha Vijay Sawant* | *vs10015n@pace.edu* |
| *Hema Sree Tangella* | *ht29200n@pace.edu* |
| *Femina Baldha* | *fb59536n@pace.edu* |
| *Saumya Roy* | *sr29580n@pace.edu* |
| *Even Shehu* | *es25167w@pace.edu* |

# Designated Logistics Roles for Meetings

* *Vidisha Vijay Sawant will manage the team, such as arranging meetings and setting agendas.*

*.*

* *Femina Baldha and Hema Sree Tangella will be the note-taker / organizer of digital assets throughout the project.*
* *Evis Shehu will bring a pen, paper, and other items to team meetings throughout the project.*
* *Saumya Roy will have more flexible roles, adapting to project needs throughout the project.*
* *Saumya Roy will submit all the documents to the professor in classes.*

# Communication Methods

We will primarily communicate through *Email and Text*.

***Vidisha Vijay Sawant, Hema Sree Tangella, Femina Baldha, Saumya Roy, Elvis Shehu***

*I prefer to communicate through text or email on weekdays from 9-5.*

***Vidisha Vijay Sawant, Hema Sree Tangella, Femina Baldha, Saumya Roy, Elvis Shehu***

*I prefer not to be communicated during 6-9 in the evening due to classes.*

# Meeting Logistics

All members of the team agree to the following requirements for collaboration:

* *We will meet every Tuesday and Friday at 10 pm on Zoom.*
* *All the team members will discuss and list down the key points to be discussed during the meeting to save time and have a proper discussion.*
* *All the team members have to be present during the meetings. If due to other commitments any member is not present then that member is responsible for taking updates from other team members and completing the pending work before the next meeting.*
* *All the team members have to inform the group regarding their absence in the meeting beforehand. This will help the group schedule and plan the meetings accordingly.*
* *If someone wants to reschedule a meeting, they are responsible for coordinating the reschedule.*
* *There is one free pass or “miss” (for a meeting). Any more and this will impact their team evaluation at the end of the class.*

# Decisions and Conflicts

In situations where the team cannot agree on the best way to move forward, everyone agrees to:

* *During conflicts where we wouldn’t reach any decision on common ground, we would prefer voting. The members with more votes will have the power to decide. All the members of the team have to follow the instructions with more votes.*
* *All the members of the team have to be given equal opportunity to speak and put forward their thoughts before voting and then coming to a conclusion.*
* *Saumya Roy will be the decision-maker for the first two weeks of the project, and will be responsible for conflict management.*

# Deliverables

You will need to discuss as a team what each person will be responsible for. Each member must agree to fill out their name, their tasks and the outputs of those tasks, and quality requirements. It is OK for more than one student (or all students) to work on the same thing.

For example, a task may be to create multiple sketches of paper wireframes, present Figma designs for a specific part of an app, or interview 5 people for research.

Quality requirements may include time spent, level of fidelity (e.g., the designs must be at a level where the team feels they can be presented in the final presentation), or specific details on the delivery method (e.g., an interview recording) and a transcription).

The quality requirement is important because your teammates will evaluate you based on whether or not you meet your intended goals (e.g., amount of time spent on the project, high quality of output).

| Name | Task/Output | Quality Requirements |
| --- | --- | --- |
| Evis Shehu | Conduct interviews for research | Interview at least 2 people from each user group |
| Interviews to be held by zoom or call |
| Summarize a user persona |
| Design review and critique | Test the design to assure proper action flow |
| Compile findings |
| Propose solutions |
|  |  |
| Saumya Roy | Organizing data and writing | The language needs to be concise and to the point. |
|  |
| All the information is organized properly and is accessible to everyone in the team |
| Create Visual Design on Figma | The color palette and fonts used have to complement the design goal |
| The UI has to be visually appealing and easy to use |
|  |  |
| Femina | Conduct interview based on the project and collect data | Interview people of different professions and age groups to get a general idea about the users. |
| Research | This will be done by getting to know the user needs, their concerns , their desires of how a volunteering product should be. This will be done by surveys, market research and testing.  This is a task which has to be done throughout the product development. |
| Vidisha | 1: Conduct interview based on research data  2: Schedule meetings and UX designing | Interview with various students as well as professionals to get the idea about how the user thinks.  We took the time schedules of every team member and decided the time of the meetings. |
| Hema Sree Tangella | Research | Interviewing various individuals with divergent backgrounds and collecting information along with research work.  Organizing all the work and presenting it to the peers working on the project. |