

TEAM CONTRACT

Team Name: G9

Member Name	Email	Contact Number
Alpha George	alpha.george@tamu.edu	9797210815
James Saby	jamessaby@tamu.edu	9797391158
Vijay Krishnan Kumar	vijay_krishnan.k@tamu.edu	3602079088

Purpose:

1. The purpose of the team contract is to set the ground rules for each of the members of the team and to ensure that every team member faithfully heed the undermentioned guiding principles throughout the course of the project.
2. This ensures that the project team assesses their current strengths and weaknesses. It will be fundamental in providing the basis for a plan to increase the effectiveness of the team to achieve the larger team goals.
3. The contract would enable the members to ensure equal and fair work distribution by breaking down the bigger tasks into smaller tasks. The team contract enables the members to monitor the progress of each of the designated tasks and ensure accountability on all team members to deliver the deliverables as per schedule.
4. It ensures that the misunderstandings, if any arise amongst the team members, are addressed and resolved in time to avoid further conflicts within the team.

Guiding Principles:

As a project team, we agree for:

Shared Accountability:

- Each team member gets a chance to present his views and is encouraged to discuss about the status of their deliverables without hesitation. Final decisions are made on consensus.

- Each team member gets the opportunity to lead the team as the project leader role is rotated on a weekly basis.

Time Management:

- Each team member is expected to honor the meeting schedules and is expected to inform the team if they are unable to make it to any of the scheduled meetings.
- Each team member should work towards efficient utilization of meeting time for decision making, review of completed tasks and plan for the upcoming tasks.

Team Co-operation:

- Each team member is expected to co-operate with other members and contribute to discussions in a cordial manner.
- Team members are expected to respect each other's opinion, thereby fostering an environment of mutual trust.

Innovation:

- Each team member is encouraged to come up with innovative and fresh solutions to problems and varied perspectives are respected.

Risk Management

- Each team member is expected to consistently keep a track of project risks and mitigation measures to avoid project roadblocks.
- Each team member is encouraged to contact the team at any time outside the meeting hours, if they discover a new risk which could threaten the project progress.

Division of Labor:

For every project deliverable, there will be a clear and fair division of labor among the team members. The division of labor will be as per the below criteria and rules:

- Based on each team member's acknowledged strengths, weaknesses and/or expertise.
- Based on each team member's available time and/or resources.
- Work will be divided into equal, measurable units as per the schedule.
- Work will be redistributed if initial assignments are later found to be non-uniform.

Group Roles:

- *The 'Team Leader'* will be rotated on a weekly basis. He/She will be responsible to manage and delegate the team activities and makes the final call after unanimous decisions. Also, he/she should set an example to the team members in following the guidelines. The team leader should monitor the progress of weekly tasks and should ensure that the deliverables meet the deadlines and desired quality.
- The *'Meeting Facilitator'* will be responsible for sending out reminders about the meeting times, venues and project deadlines. He/She should outline the meeting agenda and should document the minutes of the meeting. Last week's project leader will be the current week's meeting facilitator.
- *The 'Editor'* for the week should proofread drafts, finalize them and prepare reports. In case of any client conflict, he/she shall also prepare those documents to mitigate the conflict, if any. He/She is responsible to upload and submit the deliverables on time.

Team Plan:

- **Leadership** – The team will follow a rotating leadership policy. The positions will be rotated on a weekly basis. This ensures everyone in the team gets a hands-on experience in leading a team effectively.
- **Decision making Policy** – All the decisions will be made by consensus of all team members. If at all we fail to reach a consensus, decisions will be made by majority vote policy.

- **Documentation management/ Recording** – The designated ‘meeting facilitator’ for the week will be responsible for facilitating team meetings and recording the meeting minutes. The ‘editor’ for the week will be in charge of finalizing and submitting all the document deliverables for that week. Last week’s ‘team leader’ will be this week’s ‘meeting facilitator’. Last week’s ‘meeting facilitator’ will be this week’s ‘editor’.
- **Methods of communication** – Instant messaging apps like WhatsApp will be the frequent source of communication. Information about weekly deadlines, weekly meeting schedules and updated task distribution for the week will be delivered through Emails. Google Drive and Google Docs will be the main source for document sharing and parallel work processing.

Team Meetings:

- Meetings to be held per the following schedule on a weekly basis:
Sunday 11 AM- 2 PM
Tuesday 4 PM- 6 PM
Thursday 4 PM- 6 PM
- Meetings to start with discussion of minutes of the previous meeting and agenda of the meeting. Meetings to end with distribution of weekly tasks to each team member.
- Minutes of the meeting to be sent out by the assigned ‘meetings facilitator’ for the week on the next day of the meeting.
- Team Leader for the week to decide about the need for emergency meetings. If needed, emergency meetings can be conducted via Skype, Hangouts and other digital platforms.

Rewards:

- At the end of every week, the work will be distributed and each team member will be assigned with a set of deliverables.

- The work distribution will be evaluated and agreed upon unanimously at the end of every week. The distribution of work will be based on availability of time and resources, and acknowledged expertise in a particular field.
- Individual contribution shall be rewarded every week, as ‘star of the week’. Rewards will be purely in accordance with the performance over the week’s duration. Few factors in determining the rewards are mentioned below:
 1. Meeting Involvement.
 2. Timely completion of assigned tasks.
 3. Punctuality.
 4. Knowledge Sharing and Team support.
 5. Quality of work.
- Members shall be excused in case of unforeseen and emergency situations.

Punishments and Conflict Resolution:

Each member is expected to follow the guiding principles mentioned in the team contract and a failure to do so will result in a warning from the other team members. A member will be given a maximum of two such warnings. Beyond that point, the member is expected to address the whole team by providing a proper explanation for their failure to follow the team principles. Any of the below actions is considered as a conflict to the guiding principles and is punishable by contract:

- Failing to finish assigned tasks in time.
- Being late to a meeting or missing a meeting with or without intimation.
- Not respecting team member’s opinion and creating disputes.

Modification to the team contract

Change is the only constant in a project. Since team contract is a part of the project, it is also subjected to changes and modifications if need comes by. Any change or modification to the team contract has to be approved and sanctioned by the entire team.

Declaration

I have read the terms to the best of my understanding and I formally agree to abide by the aforementioned terms and conditions.

Name: **Alpha George**

Signature: 

Date: **01/30/2017**

Name: **James Saby**

Signature: 

Date: **01/30/2017**

Name: **Vijay Krishnan Kumar**

Signature: 

Date: **01/30/2017**

Peer Evaluation Form

First Name:	
Last Name:	

- Candidly evaluate each member, *including yourself*. Record the sum of each column in the “Total” row.
- Each evaluation should be made individually and confidentially. None of your group members should or would see your evaluation.
- Each cell (of a numbered row) can have a maximum of 20 points. The total for each membershould not exceed 100.

ISYS 630	Section Number: 602		Group Number: 09
Project Title:			
Last Name:	George	Kumar	Saby
First Name:	Alpha	Vijay Krishnan	James
1. Effort			
2. Timeliness			
3. Neatness			
4. Accuracy			
5. Congruity			
Total:	/100	/100	/100

If you wish, please provide additional feedback below if certain group members deserve special recognition or did less work: