Appendix A: Team Contract Template

This is an informal contract to ensure that all team members have a common understanding of what is expected in terms of work standards, communication, division or work, and conflict resolution.

Team Members (Name & ID)

|  |  |  |
| --- | --- | --- |
|  | Name | Student ID |
| Member A: | Veronika Vilenski | 0961951 |
| Member B: | Madison Cassley | 2231694 |

Strength & Weaknesses

Within the context of this project, what are the strengths and weaknesses that each member brings to the team?

Member A: I am pretty okay with all the covered material

Member B: I am good with OOP, I struggle with interfaces but I can get by. The rest is okay. I can make good reports based on data and our code

Definition of “good enough” for this project

What would the team collectively consider “good enough” of an achievement for the project?

*(One response for the whole team)*

**90%**

Picked Topic

 Topic of our choice:

 All you can eat ordering application! Order whatever food you want from the menu.

Division of work

How will each member contribute to the project?

Member A: Where needed.

Member B: Documentation + report, UML design, and where needed.

Frequency of communication

How often will the team be in touch and what tools will be used to communicate?

Response delays. What is a reasonable delay to reply to messages? Is it the same for weekdays and weekends? As needed. Delay within a day, unless other circumstances.

We have been speaking using discord on a regular basis to discuss what is needed from both of us. We both respond on our own time but always within the day for both of us. A reasonable delay is one day for weekdays and weekends, both Veronika and Madison have busy lives outside of school.

Receiving feedback

Each member must provide a sample sentence for how they would like to receive constructive feedback from their peers.

(If unsure, assume a hypothetical situation such as you have not completed your work in time or you have not replied to a message in a timely manner).

Member A: I think here… we can improve this… etc. Any feedback is good.

Member B: “It would be nice if…” “if we work together we can…” things of that sort. I never want there to be a situation where I am doing something wrong or not as planned and am not told about it. Most importantly, have open communication about the whole thing.

In case of conflict

If a team member fails to communicate as described in this contract or does not respond to constructive feedback, what measures should the other teammate take?  *(One response for the whole team)*

Find a way to speak to each other on a set time preferably by voice call to discuss openly and honestly about the issue, if voice doesn’t work, messaging will also suffice. If conflict escalates and/or persists speak to the teacher.