TEAM CONTRACT

Team Members:

1) _____Kamau Gatson_____

2) _____Trung Nguyen_____

Team Procedures

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1. Preferred method of communication (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
   - Discord
   - Google Docs (w/ comments)
   - Jira
   - GMAIL

2. List the contact information you will be using:
   - Discord - https://discord.gg/Hk9346YTJv
     - Kamau#9611
     - tnguyenwin

   - GitHub
     - https://github.com/wakadaiko

   - Jira - https://team-avocado.atlassian.net/jira/software/projects/CS246WAK/boards/2/backlog?atlOrigin=eyJpIjoiMGFkODdlNTNjYTJjNGE1YzkxYWNiN2QwYzY2M2YyNmIiLCJwIjoiaiJ9
     - Kamau Gatson
     - Trung Nguyen

- Google Docs (w/ comments)
  - gatsonk@my.lanecc.edu
  - nguyent11@my.lanecc.edu

- GMAIL
  - gatsonk@my.lanecc.edu
  - nguyent11@my.lanecc.edu

3. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?
   - Consensus
     - Items will be decided upon as a group. However, if an individual takes initiative to complete a task the group will concede to their vision with respect of the overall plan.

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):
   - Agenda will be set together at the beginning of the project. Agenda items for each weekly meeting will follow the jira sprint outlined tasks. Weekly meetings will be held where any individual can bring up the need for any additional agenda items or times, with respect to the agreed upon time prior to each meeting. All team members will be responsible for sticking to the agenda. Each team member has the responsibility and authority to keep the meeting on task.

5. Method of record keeping (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):
   - Recording of each meeting will be kept digitally. All meetings will be recorded and stored in a shared repository. Responsibility of record keeping will be bounced back and forth per recorded meeting

6. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?
   - GitHub

Team Expectations

Team Participation

1. How will you ensure cooperation and equal distribution of tasks?
   - By ensuring a balanced workload via mutual agreement. If someone feels they are overworked, they have the responsibility to speak up and task allocation will be re assessed immediately.

2. What will you do to make sure that all team members are participating in decision making?

- We'll cross-check each other weekly. If after two days of apparent inactiveness, the active developer may contact the inactive developer to inquire about their status.

3. Strategies for keeping on task (task maintenance):
   - Action items will be created two days before every meeting to facilitate meeting efficiency.

4. Who will be in charge of making sure things get done?
   - It's each developer's individual responsibility to ensure team members get things done.

Personal Accountability

1. Expected individual attendance and participation:
   - Weekly meeting attendance and two day updates.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   - Team members are responsibly expected to finish their tasks.

3. Expected level of communication with other team members:
   - Communicate as a team every two days or less.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract:
   - Team members are expected to catch up on the work they missed.

2. Describe what your team will do if the infractions continue:
   - Inform the course instructor for further advice.

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A. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
B. *I understand that I am obligated to abide by these terms and conditions.*
C. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

1) *Kanav Gaton* date_____2/27/2024_____

2) Trung Nguyen   date_____2/27/2024_____