Team Contract Template

Step 1: Discuss.

What would we have to actively do to make this team project suck?

1. *Neglect assigned tasks*
2. *Procrastinate*
3. *Not focus on core part of the project*
4. *Not listening to the client*
5. *Being rude to fellow teammates and/or client*
6. *Not communicating*
7. *Scrap and redo other people's work*

Therefore, what do we agree to actively do to make this a fun and fruitful team?
Note: do not just say "we won't do the things listed above"

1. *Do our work*
2. *Stick to timeline and communicate with others if needed*
3. *Prioritize core project features*
4. *Communicate with the client*
5. *Be professional*
6. *Communicate with teammates*
7. *Work together*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

Team Name: PreviewPilots

Team Meetings: We agree to...

Who? When? Where? How often?
  - Discord meetings every Tuesday at 8:00 pm and every Thursday at 8:00 pm

Communication: We agree to....
Communicate via Discord

Messages need to be responded to within 24 hours, but do not need to be responded to before 9am or after 9pm.

Phone numbers should be used for emergencies

Team Manager: We agree to....

Precious will manage Code Reviews and Documentation
LC will manage AGILE related tasks
Noah will manage Wireframes and Client Communication

Conflict: We agree to...

Delegate to whoever will be willing to execute solutions, or majority vote.

Consequences: We agree to…
What will happen if someone doesn't follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.

  - If you fail to follow the contract, you will walk the plank!
  - If a team member is not following through, a fellow team member will follow up with them, and if issues persist their work will be re-delegated.
  - If you miss a team meeting without letting the team know, you are choosing a 5% deduction on the progress check for that sprint
  - If you do not put in enough hours during a specific week, and therefore do not meet your assigned sprint goals, you are choosing a 25% deduction on that sprint's demo day grade. If you do this two weeks in a row (barring real emergency circumstances such as your family being eaten by zombies), you can be fired from the team for the rest of the semester.

Team Member's Name	Team Member's Signature
LC McGhee	*LC McGhee*
Precious Jones	**Precious Jones**
Noah Seavers	*Noah Seavers*

Team Contract EXAMPLE

Step 1. Discuss

What would we have to actively do to make this team project suck?

- *Interrupt each other when speaking*
- *Not respond to messages from our teammate*
- *Eat smelly food in every meeting*
- *Wait until the day before demo day to start working on the sprint goals*
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Therefore, what do we agree to actively do to make this a fun and fruitful team?
Note: do not just say "we won't do the things listed above"
- *Listen during team meetings and communicate with respect*
- *Bring coffee for everyone to team work sessions*
- *Use Discord only for team communication and never email*
- *Divide work equally*
- *Ask early if we need help with our assigned tasks*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

Team Name: The Most Magical Professors

Team Meetings: We agree to...

Who? When? Where? How often?
- Daily check in message on Discord, meet together for 30 minutes right after each class,
- Only Amy can attend client meetings (since Brandon is working during that time)

Communication: We agree to....

Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?

- We will use Discord and never email. We will share phone numbers to text in emergencies only. Don't call before 10am unless the project has exploded. Discord messages should get a reply within 24 hours. A funny cat meme is expected to accompany each discord message.

Team Manager: We agree to....

For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?

- Amy will lead client meetings, Brandon will lead code review meetings, Amy will take notes in the folder on GitHub

Conflict: We agree to...

What disagreements do you anticipate? What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?

- We expect to disagree on team costume choices and dividing work evenly
- We will vote. If a tie and the team agrees, we will flip a coin to decide tiebreakers. If the team does not want to flip a coin to decide, we will have a Super Smash Bros. tournament and the winner gets to decide.

Consequences: We agree to…

What will happen if someone doesn't follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.

- If you are late to a meeting, you are expected to bring snacks for everyone to the next meeting
- If you miss a team meeting without letting the team know, you are choosing a 5% deduction on the progress check for that sprint
- If you do not put in enough hours during a specific week, and therefore do not meet your assigned sprint goals, you are choosing a 25% deduction on that sprint's demo day grade. If you do this two weeks in a row (barring real emergency circumstances such as your family being eaten by zombies), you can be fired from the team for the rest of the semester.

Team Member's Name	Team Member's Signature