

Team Contract for Course Project

I. Goals

1. Project Completion: Our primary goal is to successfully complete the final project by the designated deadline, ensuring that it meets all the criteria set forth by the course.
2. Project Quality: We aim to create a project that stands out in terms of quality, aesthetics, and functionality. Our objective is to produce a work that we can be collectively proud of, demonstrating our skills and creativity.
3. Skill Development: A key goal is to enhance our coding abilities. This project shall serve as a platform for each team member to develop and refine their machine knowledge and skills, learn new techniques, and apply them effectively.

II. Expectations

1. Attendance at Meetings: All team members are expected to attend team meetings punctually. Regular attendance is crucial for effective communication and progress.
2. Participation and Communication: Active participation and frequent communication are expected from all team members. This includes sharing ideas, providing constructive feedback, and staying informed about the project's progress.
3. Quality of Work: Each member is expected to deliver work that meets the high standards set by the team. This includes thoroughness, attention to detail, and adherence to project guidelines.
4. Timeliness: All assigned tasks and responsibilities should be completed on time. Timely completion of tasks is essential to maintain the project timeline and ensure that no team member is overburdened.

III. Policies & Procedures

1. Meeting Schedule: Meetings will be scheduled at a time agreed upon by all team members.
2. Division of Labor: Tasks will be fairly distributed among team members, considering individual strengths and areas for development. Task allocation will be revisited regularly to ensure balance and satisfaction.

3. Progress Updates: Each member will provide regular updates on their progress. This can be done through whatsapp.

IV. Consequences

1. Addressing Non-Performance: In the event of non-performance, the matter will be addressed promptly and constructively. The first step will involve a private discussion with the concerned team member to understand any underlying issues and offer support.

2. Mediation and Resolution: If non-performance persists, the issue will be brought to the entire team for mediation and resolution. This may include reassignment of tasks, adjustment of deadlines, or other measures as deemed necessary by the team.

3. Escalation: Continuous non-performance that hinders the project's progress will be escalated to the course instructor for guidance and intervention.

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