

Indian Institute of Information Technology, Vadodara
CS301 – Software Engineering

Team 02 - 'ninEngineers'

Team Agreement

*Teamwork involves people working collaboratively together as a team for a common goal or purpose. Use of the terms **team** and **teamwork** has been adopted as the preferred terminology for the protocol rather than groups or groupwork as they do not necessarily imply collective activity or a common goal. Teamwork involves members working actively and collaboratively on specific tasks in a range of settings.*

Team operating guidelines:

1. I will contribute and share my ideas equally with other team members. I will listen to and value the ideas of other team members and I will be open to new ideas and to different ways of working in the team.
2. I will encourage other team members by giving feedback in the form of constructive criticism. I will bring a positive attitude to teamwork in this project.
3. I will complete tasks assigned within the group on time. And I will present my share of work to the team articulately. If failed to do so, I will justify my efforts and discuss with the team, how to complete the module, constructively.
4. I will attend all the meetings decided on by the team. If delayed, I will advise the other team members in advance.
5. I will do my share of the work associated with the team project and my contributions will equal (or exceed) others in quality.

Meeting schedule and participation:

- There would be Attendance at every meeting by the team leader.
- Every wednesday **2:00 pm to 4:00 pm (IST)**
 - subject to change according to the time table.

Team Contract:

It is agreed that the members of this team will:

- keep to the team operating guidelines
- keep team members informed of any unforeseen difficulties that could affect our ability to keep to our guidelines (e.g. illness, accident, etc.)
- keep the instructor informed of our team's progress
- share the overall project responsibilities equally

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