

Team Contract

Date: 20/2/2021


Team Number: _____

Expectations from Team Members (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
<p>We'll meet as a team every week at:</p> <p><u>Friday</u> for <u>2</u> hrs and at:</p> <p><u>Tuesday</u> for <u>2</u> hrs</p>	<p>if either of us misses many meetings, then the other member should email the prof for a</p> <p><i>(Two team meetings a week is recommended. You team may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.)</i></p>
<p>Be on time and prepared for team meetings.</p> <p><i>(Both in and out of class time)</i></p>	<p>Remind each other about important dates</p>
<p>Follow through on commitments made to the team.</p> <p><i>(Commitments such as completing functionality for the project, preparing slides for the team presentation, coming to a team meeting, writing a section of the design document, etc.)</i></p>	<p>ensure that all commitments are completed to a high standard and on time</p>
<p>Contribute to the team voluntarily.</p> <p><i>(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)</i></p>	<p>try to motivate team members to aim for a high grade and go above and beyond the requirements</p>
<p>Welcome and invite contributions by other team members.</p>	

	<i>(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)</i>
Make sure your current code compiles and meets the requirement locally before committing changes to the online repository	<p>test the code vigorously to ensure no problems arise</p> <p><i>(It should be safe to check out changes committed by others without it breaking the code that we are working on. It can be very time consuming to fix errors committed by other team members. A possible consequence can be that a commit is removed.)</i></p>
<p>Each team member will talk for</p> <p>at least <u>15</u> minutes and</p> <p>at most <u>45</u> minutes</p> <p>during a 1 hour meeting.</p>	<p>encourage the other member to talk more/less depending on the situation</p> <p><i>(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)</i></p>
<i>(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)</i>	<p>ensure all work is completed at least 24 hours before deadlines, final testing can be done on the last day to ensure enough time to fix issues.</p>

If you've read and agreed with this contract, add your name here:

Zeyad Omran 

Mohamed el Hefnawy 