TEAM CONTRACT

GNG1103, Section # A03 Team # 12 Team Name: Group 12

Team Members:

1) Shailen Mann

2) Brayden Baker

3) Jaron Roy

4) Vanessa Tapper

5) Nicholas Pighin

Team Procedures

1. **Day, time, and place for regular team meetings:**

Sunday at 1pm - Online
Wednesday at 10am – In person/Online

2. **Preferred method of communication (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:**

In order of preference, the preferred methods of communication are Discord, Trello, and Microsoft Teams

3. **Decision-making policy (by consensus? by majority vote?):**

At least 4 out of 5 team members will have to be in agreement for any decision to be made final.

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?):**

Everyone is expected to come to each meeting with something of substance to ask/talk about. There will be automated reminders on Discord every day that there is a scheduled meeting. Meetings will be expected to discuss what has already been brought up on the Trello Board and in Discord, and each team member is expected to keep any other discussions for later.

5. **Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):**

The record keeper will be alternated through all five group members every week, and will be expected to write down all key discussions from team meetings, making sure to write down what is *actually* spoken, not what they *think* is being said. All notes will be put into one Word document which will be posted to the Trello board.

6. **Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the "Role Rotation Matrix of Members" document and generate a role rotation matrix for your project team members below.**

Member Role Rotation Matrix in a Project Team of 5 members													
			Semester Week										
Name	**Role**	**Responsibilities**	**W1**	**W2**	**W3**	**W4**	**W5**	**W6**	**W7**	**W8**	**W9**	**W10**	**W11**	**W12**
Shay	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	S	B	J	N	V	S	B	J	N	V	S	B
Brayden	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	B	J	N	V	S	B	J	N	V	S	B	J
Jaron	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	J	N	V	S	B	J	N	V	S	B	J	N
Vanessa	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	N	V	S	B	J	N	V	S	B	J	N	V
Nick	Quality Controller (Q)	Proofread project deliverables, identify/define	V	S	B	J	N	V	S	B	J	N	V	S

		quality standards, check prototype and test quality.												

7. **Working in a team can sometimes lead to conflicts. If conflicts arise in your team, how do you plan to address and resolve them? What is your conflict resolution strategy?**

If two group members have a conflict, they are expected to involve a third-party group member as a mediator to discuss the conflict and to find a solution. If the conflict continues, it will be brought up in the next scheduled team meeting.

Team Expectations

Work Quality

1. **Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):**

All group members should have reviewed and practiced presentations before presenting, with at least one group practice completed. All members should participate in note taking and research, and should strive to deliver a quality of work at least equal to that of all their fellow team members.

2. **Strategies to fulfill these standards:**

We need to stay on task with what we must get done as well as doing as much as others in the group are doing (pulling our own weight). This will be accomplished by creating a culture of frequent intra-group work sharing so that all group members are aware of what fellow members are doing. We will need to attend at least one team meeting per week, and will similarly be expected to collaborate often and check in on team members.

Team Participation

1. **Strategies to ensure cooperation and equal distribution of tasks:**

- Frequent, detailed, and honest communication on Discord and in-person
- Regular check-ins with group members, both during and outside of scheduled meetings
- Frequent referrals to the task matrix for assigned roles, and an expectation that, if a team member has more work than another during any given week, the member with less assigned work will help whoever has more

2. **Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance):**

- An expectation that everyone will provide at least one idea/suggestion per meeting

- Whoever is assigned a certain role in a week will be expected to mentor the next person to occupy that role

3. **Strategies for keeping on task (task maintenance):**

- Working in a place with no distractions
- No phones in the room where you are trying to work

4. **Preferences for leadership (informal, formal, individual, shared):**

Leadership will be generally informal, with everyone's voices carrying an equal weight.

Personal Accountability

1. **Expected individual attendance, punctuality, and participation at all team meetings:**

Attendance, within 5 minutes of the scheduled beginning of the meeting, to at least one team meeting every week, is expected. Team members are expected to share all essential information related to their role every week, including a progress report and any help requests to other team members.

2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:**

Work is expected to be completed 24 hours before deadlines, with a minimum 48 hours expected notice to all members of the team if a member knows that they will not be able to complete their task within this timeframe.

3. **Expected level of communication with other team members:**

Active communication on Discord at least once every 2 days outside of meeting times.

4. **Expected level of commitment to team decisions and tasks:**

Every member of the group will be expected to make their best effort to complete as much as the previous person in their role. For example, if someone were the engineer for the week, they would be expected to commit as much effort to that week's engineering tasks as the engineer of the previous week.

In terms of commitment to team decisions, everyone will be expected to state their true opinions on what they think is best for the project, rather than go along with the perceived majority.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. **Describe, as a group, how you would handle infractions of any of the obligations of this team contract:**

For a first infraction, whoever has ignored the obligations of this team contract will be the subject of an intervention by all 4 other members of the team, who will put the situation in perspective and offer support if it is needed to make sure tasks are completed on time.

2. **Describe what your team will do if the infractions continue:**

If it is obvious that a team member has ignored their invention, our TA and PM will be informed of that individual's shortcomings.

If this also fails, the team will tell Professor Knox about the team member's infractions and lack of cooperation.

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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 suffer the consequences as stated in this contract.*

1. Vanessa Tapper date: September 19th, 2024
2. Brayden Baker date: September 19th, 2024
3. Nicholas Pighin date: September 19th, 2024
4. Jaron Roy date: September 19th, 2024
5. Shailen Mann date: September 19th, 2024

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