

# Team Contract

The contract you submit must be **typed and signed by all members of the team**. A copy of this contract should be scanned and posted to your group's website by Friday. For full credit, your contract must include the following information. How you organize and format this information is up to you.

**1. Team name.** You can have some fun with this, but choose something that sounds professional. Names that are offensive in any way will not be accepted.

- iPatts

**2. Names and email addresses for all members of the team.** Take the time to ensure all of this information is accurate. Share your phone number, but you do not need to print them in the contract.

- Gabriel Revells - [gcrevell@mtu.edu](mailto:gcrevell@mtu.edu)
- Nick Lindsley - [nmlindsl@mtu.edu](mailto:nmlindsl@mtu.edu)
- Duncan Fox - [dbfox@mtu.edu](mailto:dbfox@mtu.edu)
- Bradley Turner - [bradleyt@mtu.edu](mailto:bradleyt@mtu.edu)
- Nick Thomas - [njthomas@mtu.edu](mailto:njthomas@mtu.edu)
- Justin Cain - [jwcain@mtu.edu](mailto:jwcain@mtu.edu)

**3. Team meeting time(s):** When possible, we have time at the end of class for teams to meet. We strongly suggest, however, that teams reserve a minimum of one hour per week outside of class time to meet. You will not necessarily need to meet outside of class every week, but you will need to coordinate your schedules to find a time that works for all members when full team meetings are necessary. Teams are most successful when they establish a set meeting time and place and protect that time on their calendars, rather than vary the time and place week to week. If you have identified a set meeting time, include it in the contract. If you will need to vary the time week to week, indicate that.

- Team meetings, if needed, will occur on Fridays, 3-4 pm.

**4. Member expectations:** As a key part of this assignment, the team should write a list of behaviors that you expect from all members to ensure a satisfying team experience. Below are some topics to discuss as you formulate your expectations:

- What is your team's expectation for meeting attendance? If a member cannot attend a meeting, how and when should they notify the team?
  - Team members should attend all team meetings. If they cannot attend, they should inform the rest of the team as soon as possible, preferably 24 hours in advance.

- How should members prepare for team meetings? Will your team make use of an emailed or otherwise shared agenda to aid preparation?
  - Meeting agendas will be posted on a shared Google drive
- Do members expect “working meetings” which generally run longer but leave less work to be done between meetings, or do you prefer short meetings to review the work that members have done on their own?
  - Work should be done by team members on their own time. Meetings will consist of reviewing what has been done and what has yet to be completed.
  - If enough work is not being done independently, working meetings will be arranged to ensure the project is being completed.
- How will the team communicate between meetings, such as when draft documents are being reviewed? Will you use email, phone calls, texting, Google docs, Dropbox, etc.? What is the expectation for responding to messages/posts (same day, weekdays only, etc.)?
  - General communication will be through email or Google Hangouts and work collaboration through Google docs.
  - Team members are expected to respond as soon as possible within the same day.
- How will you differentiate a “distress call” requiring immediate response from less urgent communications?
  - Less urgent communications (only requiring a response within 24 hours) will be done over email.
  - Urgent communications (requiring a response A.S.A.P.), should be done over Google Hangouts.
  - Phone numbers can also be used for urgent communications.
- How will you make sure that everyone gets a chance to discuss issues or raise concerns?
  - Open discussions during meetings
- How will you resolve differences and make decisions?
  - Majority rules. Team leaders have final say.
- How will you change things that are not producing results?
  - Talk about it at meetings.

Be sure to include among your member expectations any other issues that you consider important for the maintenance of a productive group. During the semester, the warning system described in the syllabus and in the next section will be available for you to enforce these expectations.

**5. Grounds for dismissal.** Teams are empowered to dismiss non-performing members of the team if sufficient cause exists. Dismissing a member from your group means that they will no longer receive credit for the assignment that your group is working on, so it should be taken very seriously. Dismissal is to be considered when a team member has repeatedly violated the terms of the team’s contract. Such violations must be documented in writing as they occur throughout the semester, and both instructors must be copied on each warning. Each team’s contract will specify the conditions for issuing a written

warning. If a student accumulates 3 written warnings he or she may be dismissed, subject to approval by **both** instructors. Both instructors **must** receive a copy of all written warnings issued. In this section of the contract, specify what type of behavior would warrant a first warning, a second warning, and finally dismissal. **Be as specific as possible.** Below are some examples of specific language.

Members will receive a written warning if any of the following occur:

- 2 instances of being more than 10 minutes late to a team meeting without prior warning
- 1 instance of missing a team meeting without a valid excuse
- 2 class absences without prior notification of team members
- 2 instances of missing agreed upon deadlines to submit work to the team

The grounds for firing should be clearly aligned with the member expectations you established in Part 4. The main difference is that while the code sets forth ideals for the team, the grounds for dismissal outline a specific set of undesirable actions and consequences.

We have decided to use the following rules:

- 2 instances of being more than 10 minutes late to a team meeting without prior warning
- 1 instance of missing a team meeting without a valid excuse
- 2 class absences without prior notification of team members
- 2 instances of missing agreed upon deadlines to submit work to the team

**6. Initial Team Leader.** This is the name of team leader. The team leader does not have to be permanent for the entire semester, but you need to designate your first team leader.

The project technical leader is Gabriel Revells and the product owner is Bradley Tucker.

**7. Team Vision Statement.** Write a one or two sentence statement that defines your team goal. Our goal is to produce a high quality individual activity-travel tracking system.

**8. Signatures of all team members.** All members need to sign the contract to make it a binding agreement.

Nick Lindsley  
Justin Cain  
Gabriel Revells  
Duncan Fox  
Nick Thomas  
Brad Turner