CS4760/HU4628 Team Contract – Spring 2015

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, 1/23. For full credit, your contract must include the following information. How you organize and format this information is up to you.

Team Name: Deer With It

2. **Names, email addresses, and phone numbers for all members of the team.** Take the time to ensure all of this information is accurate.

Members:

- Mitch Davis - mitcheld@mtu.edu - 586.215.1644
- Cassandra Matchinski - crmatchi@mtu.edu - 906.450.2269
- Dominick Sirotti - dpsirott@mtu.edu - 269-929-8199
- Stephen Radachy - sjradach@mtu.edu - 734-673-1694
- Benjamin Kobane - bckobanc@mtu.edu - 248-217-4509
- Alex Dinsmoor - ardinsmo@mut.edu 248.210.4014
- Erica Roche - eeroche@mtu.edu. 616.295.6161

3. **Team meeting time(s):** When possible, Dr. Johnson and Dr. Pastel will set aside time at the end of class for groups to meet. They 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 meeting times:** Sundays 6:00-7:00pm in Rekhi Hall

4. **Member expectations:** As a key part of this assignment, the team is asked to 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?

   Every member of the team is required to meet every week. Absence is excused if and only if the member sends an email to hci-deer-with-it-l@mtu.edu more than 24 hours in advance.
member will have personal tasks assigned to them, and are required to be completed before the
general meeting. We will implement a SCRUM type approach. Important assignments will be
emailed to the entire team, while lower priority assignments will be managed by the person it is
assigned to. Each meeting will be a working meeting, and may run longer than 1 hour
depending on the current workload. Team contact will be done through email using
HCI-deer-with-it-l@mtu.edu. Each meeting will have time set aside for a status report where
we will discuss accomplished taks, planned tasks, and current difficulties if they exist. This
adopts the SCRUM approach. The project owner will make initial decisions, and a discussion
will be made if any team member believes there is a better approach. In the case that any
member is not doing adequate work, responsibilities will be moved to ensure project progress.

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 Dr. Johnson
and Dr. Pastel 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 Dr. Pastel and Dr. Johnson. 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
elements of specific language.

Members will receive a written warning if any of the following occur:
• 2 instances of being more than 5 minutes late to a team meeting
• 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.

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