

# TEAM CONTRACT

IAT 333, Section D101

## Team 55378008

Mark Lauman (301056458)

Shahanah Shivji (301088935)

Sergey Khomutovskiy (301102701)

Alice Ling (301041497)

## Team Procedures

1. The team will meet each Monday, at 2pm in room 3315. If a second meeting is needed, we will have room 3315 booked in the hour between our lecture and lab on Wednesday.
- 2a. The preferred method of communication will be email, except in circumstances where haste is necessary. When multiple emails are available for one person, the SFU email will be preferred.
- 2b. The expected turnaround for emails will be 24 hours, unless it is known that the team member is unavailable. If a quicker reply is needed, text messages are preferred, followed by calling.
3. Decisions will be made by debate and consensus. Points will be debated amongst the team. If any members dissent, their views will be incorporated into the design where possible. Where consensus is impossible, that approach will be abandoned.
4. Mark will arrange meetings and book rooms in advance. On Wednesday after the lab he will send out an email detailing the basic deliverables for the week, the meeting times booked, and any tasks that are currently assigned to team members. During the meeting, Serge will be in charge of keeping group members on track, while Mark will maintain the agenda for the meeting.
5. Shahanah will be in charge of recording the meeting minutes. The minutes will be hand-written and transcribed to Google Docs on the day of the meeting. There will only be one Google Doc for all meeting minutes. Notifications will be sent out if immediate attention is required.

## Team Expectations

### Work Quality

1. On Wednesday, Mark will send out a list of deliverables and tasks assigned to team members. By Monday, team members will be expected to have the preliminary stages of their work complete. During the Monday meeting the team will gather and debate on the progress of each team members work. Quality will be decided on the spot by consensus. Based on the current status of the project our deadlines will be revised, and by the Wednesday meeting we will be expected to finish each of our tasks. The Wednesday meeting will be used to regroup and prepare for the lab.

### Team Participation

1. Tasks will be generated and assigned as a group. If a group member feels overwhelmed, they may tell the group so via email, and the tasks will be redistributed as soon as possible. Likewise, if a group member has too little to do, they may also express their concern to receive new work.
2. To encourage the sharing of ideas, there will be a no blocking rule in effect during the brainstorming phase. Any and all ideas will be accepted, regardless of practicality. After the brainstorming phase ideas will be developed and discarded as necessary.
- 3a. To keep our group on task, an agenda will be developed by Mark before every meeting and followed as best we can. Sergey will be responsible for keeping team members on task during the meeting.
- 3b. Initially, the team will trust its fellow members to get their work done. If a team member is unable to get their work done by Monday (without advanced notification to the group, or an acceptable reason for the delay) then that team member will be expected to submit a status update to the team every 2 days via email. When group trust is restored, the team member will be released of this constraint.
4. The leadership style used in our team will be Informal and collaborative. Wherever possible decisions will be rendered as a group. Leadership will mainly take the form of co-ordination and group guidance.

### Personal Accountability

1. Team meetings will start so long as there are at least 2 people present. Team members are expected to show up on time, though the team will be lenient if team members are late through no fault of their own (late bus, etc). If tardiness becomes an issue, the offending team member will be called out on the issue.
2. All team members are expected to spend significant effort on their tasks. If the task is too difficult for one person to do, the group member is expected to inform the group at large as soon as possible.
3. The level of communication will be variable, depending the amount of deliverables for the week. As time progresses, it is expected that email communication will increase. The minimum amount of emails per week will likely be around 1-4. During rush periods, the emails may increase to a rate of 10 per day or higher as needed.
4. We are expecting a minimum commitment of 1-2 hours per day for team member on assignments. It is understood that all team members have other commitments to work and school, and these expectations may vary from week to week.

### **Consequences for Failing to Follow Procedures and Fulfill Expectations**

1. The first time a team member violates this contract, the team will have a discussion with them on how the issue is affecting the the team as as whole. A repeat offence will mandate that the offending participant give status reports on their progress every two days. A third offence will result in the team informing the TA of the situation via email.

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\* This contract is based on a contract from the University of Arizona, Math Department.

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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.*

\_\_\_\_\_ date \_\_\_\_\_

Mark Lauman (301056458)

\_\_\_\_\_ date \_\_\_\_\_

Shahanah Shivji (301088935)

\_\_\_\_\_ date \_\_\_\_\_

Sergey Khomutovskiy (301102701)

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Alice Ling (301041497)