Team Contract

Team Name:

sddec22-19, Text extractions from documents into Elasticsearch

Team Members:

1) Bruce Bitwayiki
2) Jared Hayashi
3) Rushal Sohal
4) Tiffany Mayberry

Team Procedures

1) Day, time, and location (face-to-face or virtual) for regular team meetings:
   a) Monday after 5 - virtual
2) Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
   a) Discord
3) Decision-making policy (e.g., consensus, majority vote):
   a) Open discussions and consensus regarding key decision
4) Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
   a) Meeting notes will be stored in our shared Google drive
   b) Team members will alternate who takes meeting notes

Participation Expectations

1) Expected individual attendance, punctuality, and participation at all team meetings:
   a) Team members are expected to attend all meetings unless they give prior notice of absence
   b) Team members should not miss more than three meetings in a row.
2) Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   a) Team members should complete work within the allotted time unless communicated prior if they can't
3) Expected level of communication with other team members:
   a) Team members should maintain high levels of communication
4) Expected level of commitment to team decisions and tasks:
   a) Every team member should be equally involved in the decision making process

Leadership

1) Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
    a) Bruce Bitwayiki - Meeting notes
    b) Jared Hayashi - Client Interaction
    c) Rushal Sohal - Individual component design, testing, documentation and report submitting
    d) Tiffany Mayberry - Team organization
2) Strategies for supporting and guiding the work of all team members:
    a) Attend team meetings, participate(by asking/answering questions), update team regarding your progress
3) Strategies for recognizing the contributions of all team members:
    a) At start of meeting, briefly summarize what you worked on and how much progress was made
    b) Go over what you plan to make progress on by next meeting and how the team can support you

Collaboration and Inclusion

1) Describe the skills, expertise, and unique perspectives each team member brings to the team.
    a) Bruce Bitwayiki – IOS/Swift mobile development, Google Colab/Jupyter Notebook, AWS
    b) Jared Hayashi - SQL, Java, REST
    c) Rushal Sohal - C, Java, Jupyter Notebook, Firebase
    d) Tiffany Mayberry - Java, Python, Git, SQL
2) Strategies for encouraging and support contributions and ideas from all team members:
    a) Brainstorm ideas and possible solutions as a team
    b) All team members will have the opportunity to explain their ideas
3) Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment is obstructing their opportunity or ability to contribute?)
    a) Discord channel (of just team members) for effective communication
    b) Could report to the instructor

Goal-Setting, Planning, and Execution

1) Team goals for this semester:
    a) Have sufficient and detailed documentation for project plan from start to finish
2) Strategies for planning and assigning individual and team work:
    a) Discuss and assign responsibilities to every individual weekly
3) Strategies for keeping on task:
    a) Hold each other responsible for deadlines and distribute work evenly amongst team members

Consequences for Not Adhering to Team Contract

1) How will you handle infractions of any of the obligations of this team contract?
    a) Issue will be discussed in team meeting and member will be given a warning
2) What will your team do if the infractions continue?
    a) If the issue does not resolve, we will contact the class instructor or our faculty advisor to discuss next steps

****

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) Bruce Bitwayiki_____ DATE: 2/12/22

2) Rushal Sohal_____ DATE: 2/12/22

3) Jared Hayashi_____ DATE: 2/12/22

4) Tiffany Mayberry_____ DATE: 2/12/22