Team Contract

Team Members: Ward Albashtawi (PM), Ahmad Al Khateeb, Aida Ruban, Hayfaa Al-Kuwari
Course Name: ENGL 210-503
Project Supervisor: Dr. Amy Hodges.
Team Topic: Drone Delivery.
Meeting Time: MW 4:00-5:00 pm
Meeting Location: At the Center for Teaching and Learning or the available conference rooms.

Team Goals:
As a project team, we will:
- Provide the best version of this project.
- Focus on what is the best for the whole project team.
- Try to get an A in this project
- Try to develop the idea of the project so that by the end of the semester we can look back at the course and appreciate the work done.

Individual Goals:

- Ward wants to improve his problem-solving skills and teamwork management skills to provide a drone service that will be desired by the public
- Hayfaa wants to improve her writing speed, grammar skills, teamwork skills, and design/ Visual skills. Therefore, Hayfaa will be assigned to design the poster and edit the video of the Drone.
- Aida wants to improve her research skills and learn how to know what to use and learn how to analyze data properly.
- Ahmad wants to improve his writing speed, computer, and management skills.

Measurable Goals:

- We plan to work on meeting the deadlines and being prepared, by setting a deadline for us before the actual deadline. If more time is needed for a specific task the project manager has to be informed (i.e., at least 24 hours before or suggest an approximate time for his/her submission). We plan to meet at least 90% of our internal deadlines.
- The final draft of any task should be reviewed at least once by one member of the group before submitting, and if needed the member can ask for help from the instructor or take an appointment at the CTL

Communication:

   WhatsApp:
   - Our main form of communication will be through two WhatsApp groups (the groups will be made on the basis that one will have the instructor to ask questions and provide updates and the other for the team members only to communicate and keep discussions on track).

- For team decisions everyone must at least acknowledge the decision in a timely manner (i.e., within 24 hours and at least by a thumbs up emoji).
- Some documents may be shared on WhatsApp if they do not necessarily belong on google drive. (i.e., group exercises taken in class/ any brainstorming sessions)

Google Drive:
- The shared team drive will be used to share all significant documents.
- Team members can work on the same document at once (edit/suggest or give feedback to the writer, depending on what the team member assigned to the document agrees on).
- If a team member is working alone on a document they may use another program. However, he/she informs the other members and once they are done they must upload the document on the team folder as soon as possible.

Emails:

- Team members will be emailed when they miss a deadline (individually).
- Emails will be used to share meeting agendas and meeting minutes.

Meetings:
- We plan to meet once a week during the specified time above. All team members are required to prioritize those timings in case the project manager asks for a meeting.
- Meetings will be held regularly to discuss and plan upcoming work, unless nobody wants to hold a meeting.
- Major Decisions that require a lot of discussion will be held in meetings.
- The project manager is responsible for writing the meeting agenda and meeting minutes.

Conflict Resolution:
- In the situation in which the team member has to be off due to a midterm or overwhelming work the team member is obliged to inform the team by any form of communication stated in the team contract five days prior to the excuse.
- If a team member has an emergency or a sickness they may be excused from their current work until they are well enough to do it. If they do not have time to recover and finish off their work before a deadline the work will be reassigned by the project manager after a discussion.
- The role of the project manager involves the resolution of the problems within the group, while he/she is also responsible for spreading the work equally among the participants to ensure the team is on track. The Gantt map will be very useful in keeping the party on track.
- In cases where the team cannot decide on something Dr. Amy will be asked for advice and her opinion on the matter. After that the team will discuss again to see if they can all agree on a decision.

Individual commitment:
- All the team members are willing to utilize their efforts in order to get the tasks done by the deadline date.
- The work distributed will be assigned based on the expertise and skills of what the member wants to improve.

- The work will be assigned to be finished along the availability of the team members schedules.

Other Commitments:
- Ahmad has: a COMM paper due on **March 14**, a presentation on **April 8**, and a final essay on **May 2**
- Hayfaa has: an ECEN 338 presentation on **April 15**, and an ECEN 370 presentation on **April 26**.
- Aida has: no specific due dates for presentations.

Missing Deadlines:
- The project manager should assure that a team member is aware of their due work within 3 days before the deadline. If they are not sure that the team member is aware of their upcoming deadline they should send a reminder on the WhatsApp group.
- If a team member misses a deadline by a day the project manager will email them reminding them of their work and inquiring about why they have not submitted it. After the email is sent, the project manager will alert the group on WhatsApp of the missed deadline.
- If a team member misses a deadline by 24 hours without any explanation or communication a second email will be sent to the team member with the instructor CC'ed. The work may then be reassigned to a team member. That team member would receive the contribution points. This scenario counts as only one violation of the team contract.
- Create a detailed plan of frame of work (who does what by when). By keeping the Gantt chart and the Task Schedule updated and accessible for all team members. Every major task has to be assigned to a team member at least a week in advance.

Violation of the Team Contract:

Warning:
If a team member is not doing their work and/or is slacking off and not following the means necessary in order to reach our common goals, they will be talked to by the project manager first. The second time this happens, they will be talked to again.

Any one of these situations will validate a warning:
- Missing two meetings with no valid excuse
- Missing a deadline
- Producing incomplete or half-hearted work without being able to complete it before the deadline. Two team members have to agree that the work is considered to be halfhearted.

Involve Instructor:
If a team member continues to violate the contract after the second warning Dr. Amy will personally be informed and the team will abide by her decision

o with regards to communicating with the group and how group members are treated:

All members in the team should be treated with respect. If anyone starts to feel as if they are being disrespected or mistreated by anyone, the project manager will be informed first. The situation will be brought up during the next meaning to try and clear up things between the group members.

As we are students at Texas A&M, we must make sure to follow the Aggie Honor Code with all the different steps that we are taking when working on this project.

No member has the right to change or edit another member's work. If a member feels like there might be a better way to present something that another member did, then he/she should tell them and give them ways on how to improve the work that they have produced rather than go ahead and change everything.

Ahmad Al-Khateeb

Aida

X_____

X_____

X_____

X_____

Ward Al-Bashtawi

Hayfaa Al-Kuwari