Team Contract

Sustainability - Tech

<u>Goals</u>

Our overarching project goal involves diligent work towards satisfying our community partner's expectations in order to create a mobile application that Santa Clara students and administrators integrate into their daily lives. Big picture, we are supporting SCU's sustainability goal of reducing waste by re-allocating potentially lost food resources. Along the way, we hope to improve our own personal skills in project development, production and communication. These personal development goals are especially prevalent since none of us are familiar with the previous team's specific software, such as using Flutter for app development. Therefore, we need to individually hone our previous backgrounds in programming towards these new tools. We aim to maintain contact internally while also externally communicating our progress by collectively emailing our partner with weekly updates. Ultimately, our goal is to be professional and respectful of one another, as well as of our community partner, and create a functional mobile application.

<u>Expectations</u>

The work will be allocated as evenly as possible between the five group members. Each member is expected to do the work they have been assigned, as per the deadlines that the group has set. We expect each group member to be open to doing different types of work, whether this be communicating with the client, writing code, creating diagrams of the app interface, or coming up with ideas. If a member of the group has an urgent time commitment due to which they are unable to finish their work by the planned date, it is expected that they communicate this to the rest of the group before the day of the deadline. We will be communicating primarily through text and set a goal of a weekly face-to-face Skype meeting.

<u>Policies & Procedures</u>

This section is an overview of how we expect each team member to communicate with the group regarding their progress. First of all, each member is responsible for communicating with other members. Additionally, each member is responsible for completing their assigned work by the scheduled date and updating the worklist in the Team Drive with their given assignment and their status. If a group member does not agree with the ideas the group decides, that member should politely voice their concerns so that the team benefits as a whole.

The group has also decided upon member roles, based on our teamwork skills assessment, as follows: Project Manager (Aastha), Team Communicator (Sreya), Code Moderator (Sinclair), Team Recorder (Francesca), and Timekeeper (Matt). The project manager communicates

between team members and ensures that the project runs smoothly, moderates meetings and assigns tasks/roles, and is the point of contact with the community partner. The Team Communicator is the point of contact between the two groups and moderates joint group meetings. The Code Moderator focuses on the content that is created and helps everyone to do their assigned coding task, and manages the GitHub. The Team Recorder takes notes during community partner meetings, sends notes to team afterwards, and updates team members on agenda and keeps the group on task. Finally, the Timekeeper manages meeting minutes and updates the spreadsheet of individual/team tasks, and sets frequent deadlines for tasks within the group, ensures that work is being done in time for final submission and project launch.

Consequences

Since we have set forth reasonable expectations for the group, there will be consequences for violating these terms of agreement. If a team member does not do their fair share of the work, the other group members should raise concerns about it with that team member and encourage them to do the work in a timely manner. Lastly, if a member consistently fails to do their work or fails to meet specified deadlines, that member will not get credit for work they have not done.

| Francesca | Sreya | Aastha | Sinclair | Matt |
| Narea | Goyalia | Chawla | Chen | Jasaitis |