

Team VERITAS Contract

Section 1: Team Name and Mission

Our team name is Team VERITAS

Our mission is to create a functional model that meets or surpasses our clients standard end requirements.

Section 2: Membership

Our team members are Alex Wezensky, Jocelyn Stadler, Animesh Pattanayak, and Joel Doumit. The consults/mentors/instructional staff associated with our team are Bruce Bolden and Jess Smith

Section 3: Roles and Responsibilities

The member in charge of budget is Alex Wezensky.

The primary client contact is Jess Smith.

We will all be in charge of organizing team meetings.

All members will be in charge of keeping team documentation. Joel Doumit will be working on the wiki and Jocelyn Stadler will be the team contact.

The role critical to team success is active communication.

The roles will be selected/assigned by skill level and volunteering.

The key responsibilities associated with each role is to provide a quality end product.

Section 4: Team Relationships

Relationships among team member must support full and respectful engagement of all members for the benefit of the entire team.

Members will attend meetings, work hard, fulfill commitments, seek help, and communicate.

Members will NOT skip meetings, bad mouth team or be bad people.

Section 5a: Purposes of Joint Work

Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.

Members will adhere to the plan.

Members will NOT do their own thing.

Section 5b: Team Meetings

Team meetings are an important example of working together.

The team will meet at the University of Idaho Library at 2pm Tuesdays/Thursdays and as needed.

The components that are required in team meeting agendas are scrum details.

The meeting minutes will be taken/circulated by Jocelyn Stadler.

Section 6: Individual Work

Team members are expected to work alone in many cases to complete work important to the team.

Work assignments will be made at meetings based on skill/interest.

Quality expectations will be established and verified by asking questions to mentor and client.

Due dates will be established and verified at meetings based on skill/interest and by asking questions to mentor and client.

Status of work in progress will be communicated using Github, Discord, Text, and Wiki.

Section 7: Documentation and Communication

The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.

The individual documentation that will be kept are the logbooks.

The team documentation that will be kept are the portfolio, wiki, etc.

The process for communicating with other team members are text, discord, meetings, ect.

The process of communication with our client/outside stakeholders is currently TBD probably by email or face to face.

Section 8: Conflict Resolution

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

The process used to address conflicts will be communication, meeting with mentor, and rational explanations.

The team dynamics will be communicated to instructors/mentors by person or email.

Section 9: Amendments

The team contract will be kept in the wiki.

The contract will be review as often as needed, minimum once a semester.

The contract can be amended only in group meetings.

Section 10: Affirmation of compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.