

SYDE 461/462 – TEAM CONTRACT GUIDELINES

**Milestone deadline is Friday, September 23, 2022 - 8pm ET on LEARN
- 1% penalty if not completed.**

Objectives:

- To reflect as a team, on your team profile, highlighting the strengths and weaknesses of the team as well as a plan to overcome any weaknesses;
- To create a team contract which outlines how your team plans to work together for the remainder of the term;
- To iron out potential team problems as early as possible to ensure success of the team.

You must include:

- The names and e-mail addresses of each person.
- The relevant strengths and weaknesses of each team member related to your project. How will your team compensate for weaknesses?
- How often and at what times you are available to meet to discuss progress?
- How you are going to communicate between meetings?
- What tools are you going to use to coordinate your project work/deliverables?

You should include:

- Who will be responsible for the minutes of the meetings? How will your team share roles?
- How you envisage assigning responsibilities and sharing the workload (e.g. conducting user studies, completing ethics requirements, prototype development, software development, hardware development, etc.)?
- Other commitments that might affect each member's availability at times during the project.
- What options you have if one member of your team does not fulfill his/her obligations?
- Any other points that you deem relevant.

KEEP IN MIND:

A common regret/lesson learned from previous capstone project groups is that they did not have a pre-defined process for handling group breakdowns or issues (whether these arose out of intentional behaviour or unexpected circumstances). Please make sure your group discusses, and documents a process for handling group issues. Examples would include internal voting on potential resolutions, or establishing thresholds for approaching your project advisor and/or course coordinator to discuss and mediate any issues. As per course policy, if a major issue with a specific group member is not identified prior to submission of a deliverable, the only option for accommodation will be differential grading for that group member (and only with CLEAR evidence of lack of reasonable effort on their part), and the deliverable will be assessed using the default marking criteria. That means, if one group member does not complete a major component of the project, your group progress will still be evaluated as per a regular group unless the situation has been identified previous to the deliverable deadline, and grading accommodation is implemented as part of the initial deliverable assessment (e.g. Course Coordinator, Panel Examiners, or Symposium judges are made aware of the situation). It is the whole group's responsibility to ensure the quality of submitted project work.