

Team Contract

Last Updated: September 14th, 2022

1 Team members:

- Sammy Robens-Paradise
 - srobensparadise@gmail.com (primary)
 - srobensp@uwaterloo.ca
 - 778-887-9189
- Joshua Jeffrey Wilkinson
 - jjwilkinson@uwaterloo.ca (primary)
 - joshjeffreylwilkinson@gmail.com
 - 647-219-4678
- Aliya Rajwani
 - a2rajwan@uwaterloo.ca (primary)
 - rajwani.aliya@gmail.com
 - 647-524-0923
- Hussein Nagri
 - hznagri@uwaterloo.ca (primary)
 - hnagri52@gmail.com
 - 437-980-3078

2 Strengths and Weaknesses

- Sammy Robens-Paradise
 - Strengths:
 - Takes initiative and will get the ball rolling on project tasks
 - UX/UI design
 - Frontend Software Development
 - Websockets/HTTP protocol
 - Facilitate and run meetings
 - Public speaking
 - Some hardware experience
 - Weaknesses
 - Can get anxious about not meeting deadlines and getting started early
 - Can over-complicate deliverables
 - Perfection is the enemy of meeting deliverable deadlines
 - Compensation Strategy
 - Structured and concrete roadmaps and project plans

- Define timeline estimation prior to starting tasks
 - “Dechunk” tasks that are too large to clearly define expectations
- Joshua Jeffrey Wilkinson
 - Strengths:
 - Full stack development
 - Some experience with Raspberry PI/Microcontrollers
 - Personal connections to people in pharmacies
 - Public Speaking
 - Weaknesses:
 - UI/UX Front end design
 - Outreach messages and writing
 - Need timelines and tasks explicitly defined
 - Compensation Strategy
 - Team members that are more experienced in design and copywriting will provide mentorship/feedback
 - Make use of “expected timeline” and “problem description” features on GitHub task tracking
- Aliya Rajwani
 - Strengths:
 - Web development (frontend and backend)
 - Writing/drafting documents + outreach messages
 - Accountability
 - Public speaking
 - Work well under pressure
 - Weaknesses:
 - No experience with hardware
 - Procrastination (finish work right before the deadline)
 - Compensation Strategy
 - Team members with experience in hardware can help compensate
 - Define clear deadlines for task benchmarks rather than the due date
- Hussein Nagri
 - Strengths:
 - Backend development
 - Punctual/Organized
 - Thinking of ideas, and/or blockers in advance
 - Working in advance, does not like last-minute work
 - Weaknesses:
 - No hardware experience, or UI/UX experience
 - Frontend dev is not preferred.
 - Compensation Strategy:
 - Teammates with hardware and UI/UX experience can help compensate

- Frontend tasks can be completed by members who enjoy

3 Meetings and Contribution Expectations

3.1 Meeting Times

Weekly Meetings:

- Wednesdays 3:30-5:00 pm
- Fridays 1:30-3:00 pm

Individual Accountability Log Time:

- Friday 3:30-4:00 pm

3.2 Methods of Communication

- Microsoft Teams (internal team communication)
- Email (external communication with stakeholders)

3.3 Tooling & Objective Management Strategies

Task Tracking: Github Projects

Final Documents: Github

Brainstorming/Collaborative Work: Google Drive

3.4 Expected Workload

In accordance with course expectations, each team member is expected to contribute on average 10-12 hours a week towards FYDP objectives. If a team member cannot meet these work expectations for a particular week, they must notify the rest of the team as soon as they become aware. They may notify team members via methods of communication outlined in section 3.2. If a team member is habitually under-contributing the behaviour may be addressed using methods outlined in section 5..

4 Team Roles

4.1 Meeting Minutes & Notes

Meeting minutes will follow a weekly rotation so that no one individual is feeling the workload disproportionately. This person is responsible for generating meeting minutes and meeting agendas as well as taking any notes and creating action items from meetings. They are the weekly meeting facilitator and are also responsible for running activities such as retrospectives or brainstorming sessions.

Week	Note Taker
1	Aliya
2	Sammy
3	Joshua
4	Hussein
5	Aliya
6	Sammy
7	Joshua
8	Hussein
9	Aliya
10	Sammy
11	Joshua
12	Hussein
13	Aliya

4.2 Weekly Project Manager

Every week it is the role of the individual listed to create tasks that align with the weekly expectations and deliverables so that they can be tracked on GitHub. This may involve going through Learn to find things that we need to do or creating subtasks for larger tasks that are not quite flushed out. Tasks will be triaged at the beginning of each meeting, outlined in section 3.1. This individual is also responsible for ensuring that the team is meeting pace and is on track to meet specific deliverable deadlines. They are also responsible for booking meeting rooms as necessary for the week, and sending out meeting reminders. They are also responsible for mitigation strategies for the week.

Week	Weekly Project Manager
1	Sammy
2	Joshua
3	Hussein
4	Aliya

5	Sammy
6	Joshua
7	Hussein
8	Aliya
9	Sammy
10	Joshua
11	Hussein
12	Aliya
13	Sammy

4.3 Workload distribution

During team meetings, team members will collectively “groom” the backlog of outstanding tasks, assign estimates and labels to the tasks if none are present. Tasks will then be assigned to team members taking into consideration the size of the task, their current workload, and any external factors such as, but not limited to: elevated commitments to other courses, religious holidays, etc.

5 Mitigation and Policies

5.1 Personal Conflicts Between Individuals

Any personal conflicts between individuals should be attempted to be resolved between the members. If a resolution can't be agreed on, the team members can escalate to the rest of the team during a team meeting. After that, if an agreement or compromise still cannot be reached, a course instructor may be contacted.

5.2 Project-Related Conflicts on Team Level

Project disagreements between team members are expected to be resolved with the team; using a super-majority voting system if consensus can't be reached. All team members must be present for a vote to take place, and all team members must confirm that they have the information necessary to make an informed decision. Team members may not abstain from voting or vote via a proxy.

In the event of a conflict, team members are expected to present research findings that support their opinion and clearly and politely articulate why they feel their approach/finding/strategy is the most likely to succeed.

5.3 Proactive Conflict Prevention

Allocate 15 mins at the start of every Friday meeting to do team retrospectives. This time should be spent answering the following questions:

- What went well over the past week?
- What should we continue to do?
- What do we want to start doing? Action items?

5.4 Respect for Persons

Team members are expected to adhere to the University of Waterloo's applicable [policies](#) and respect team members, users, stakeholders and advisors with respect. Abuse or discrimination of any kind will not be tolerated and will immediately be escalated to the Systems Design Engineering Department.

5.5 Territorial Acknowledgement

The Team (signatories) acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main place of work and play is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

Signatories commit to integrate acts of reconciliation into our work and help undo the damage systemic discrimination has done following the recommendations outlined by the [Truth and Reconciliation Commissions Final Report](#).

6 Legal

6.1 Intellectual Property Agreement

At the time of the project conception acknowledge the team members hold proprietary rights concerning the intellectual property identified herein and related to the FYDP Group 21 team's (the Team's) property (the "Intellectual Property"), which Intellectual Property was developed in contemplation of being used, either directly or indirectly, by the T in connection with carrying on the business of the Team.

The Team respects third-party proprietary rights and does not desire to acquire any trade secrets or confidential information of third parties for which disclosure has not been requested by the Team and authorized by a such third party.

Team members may not use assets, principles, software, documentation, hardware or instruments developed during the Team's existence for profit without explicit written consent from all active parties in the Team.

By signing this Agreement, Parties agree to the aforementioned conditions outlined in section 6.1

6.2 Amendments and Waivers

No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement shall be effective unless in writing signed by the parties to this Agreement. No delay or failure to require the performance of any provision.

6.3 Entire Agreement

This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussions, understandings and agreements, whether oral or written, between them, relating to the subject matter hereof.

7 Signatories

By signing the Agreement (Team Contract), the following signatories agree to the clause “Entire Agreement” section 6.3

Sammy Robens-Paradise: 

Joshua Jeffrey Wilkinson: 

Aliya Rajwani: 

Hussein Nagri: 

Dated: Wednesday, September 14th, 2022