Please complete every section of this form, including the relevant signatures. The SW team-based project agreement should contain specific information about your project and team members. The team-based project agreement must be signed and approved by the SW mentor and co-mentor if applicable. **Any unsigned forms will be returned and not accepted**. Submit this form with your individual SWPP form following the instructions on the SW Sakai portal for review. This will include filling out the Qualtrics survey and uploading the form. Remove rows if you have fewer than the 5 team members or co-mentor participating in the project. Add as many rows as necessary to provide the requested information.

|  |
| --- |
| **Team-based SW Project Title** **(*Please state your team’s SW project title. The team SW project title should be different from the individual SW product title.)*** |
| *(Notes: Please format your team-based title as the following “Team Project: Contextual SW Project title.”)* |
| **Student Information**  |
| NetID | Name | Individual SW Product Title*(Notes: Please format your individual project title as the following “Discipline: Contextual SW Project title.”)* | Major | Graduation date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Mentor Information** |
|  | Name | Signature | Email | Division |
| Mentor  |  |  |  |  |
| Co-Mentor  |  |  |  |  |

|  |
| --- |
| **Team Information/Procedures** |
| **Leadership**(300 Words)Who is in charge of the different aspects of the team project? |  |
| **Responsibilities**(500 Words)What are the roles of each team member? |  |
| **Project Timeline**(No Word Limit)How do you see the completion of the project unfolding? Are there any specific team deadlines or project-specific milestones? |  |
| **Communication**(300 Words)How will your team communicate? In person meetings, e-mail, WeChat, Zoom, etc? How often, schedule, expectations of attendance, etc?We advise that team communication is documented. |  |
| **Consequences**(300 Words)What are the consequences of team-members not meeting milestones, expectations, etc?  |  |
| **Declarations** |
| [ ]  I participated in formulating the instructions, roles, and procedures as stated in this agreement*.*[ ]  I understand that I am obligated to abide by the terms in the agreement including the consequences if I fail to do so.[x] **I understand that I am responsible for completing my own and individual Signature Work product.** |
| **Signatures** |
| Member 1(Typed Name and Signature): |  | Date:(d/m/y) |  |
| Member 2(Typed Name and Signature): |  | Date:(d/m/y) |  |
| Member 3(Typed Name and Signature): |  | Date:(d/m/y) |  |
| Member 4(Typed Name and Signature): |  | Date:(d/m/y) |  |
| Member 5(Typed Name and Signature): |  | Date:(d/m/y) |  |
| Mentor (Typed Name and Signature): |  | Date:(d/m/y) |  |
| Co-Mentor (Typed Name and Signature): |  | Date:(d/m/y) |  |

**Guidelines for writing the Team Agreement**

When thinking and developing about all these elements, do so with an eye on transparency.

**Leadership**

Who is leading the project? That is, will there be a single leader? Or will team members be expected to contribute leadership at different points or for different objectives? How will decisions be made? Will there be recording keeping? What type of records? Will the meetings be recorded?

**Responsibility**

What are the individual roles for each member of the team including the mentors? Who is going to do what? You should describe this in some detail.

What are the other expectations of the team members? For example, who will keep records, in any is kept? What other participatory roles will each member required to adhere to? Are meeting attendances mandatory? Does a member have to contribute to discussions? What type of behaviors are acceptable? In other words, how will/should team members conduct themselves.

**Project Timeline**

What is the overall project timeline? How will progress be measured and documented? You may think about having specific timetable for meeting specific objectives.

**Communication**

Be clear and concise. This will promote better understanding among the team members. Include information about meetings (day, time, and place). Also include the preferred mode of communication between team members (e-mail, phone conversations, social media, etc.); how often will the communication be; response time to reply to messages.

**Consequences**

Describe how the team will handle any infractions of any of the obligations of this agreement. Infractions could include missed meetings, substandard work, nonparticipation, etc.