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CIS 3253 - Legal & Ethical Issues in Computing Cryptocurrency Team Contract (example)

Objective

To explore the topic of cryptocurrency, its ethical implications with a focus on the field of computer technology, and expectations about the future of cryptocurrency.

Team Name

Crypton

Student Contact Information

Name	N#	Phone	Email
Linda Dean	n99123456	*(904) 555-5578 Call/Text	n99123456@unf.edu
Gilbert Francis	n99123457	(904) 555-4462 Text Only	*n99123457@unf.edu
Bradley Johnson	n99123458	*(904) 555-3213 Text Only	n99123458@unf.edu
Shawn Russo	n99123459	*(904) 555-2061 Call Only	n99123459@unf.edu
Zachary Shirley	n99123460	(904) 555-8243 Call/Text	*n99123460@unf.edu
Jay Townsend	n99123461	*(904) 555-9143 Text Only	n99123461@unf.edu

Action Plan

- Dividing work equitably to ensure each team member does his or her fair share of the work
 - The team will be divided into three groups of two, and each group will be assigned one of the three distinct topics to research. Additional requirements will be distributed equitably amongst the three groups as needed.
 - Group 1: Linda Dean & Jay Townsend
 - Group 2: Gilbert Francis & Zachary Shirley
 - Group 3: Bradley Johnson & Shawn Russo
- Recording meeting minutes to keep track of topics discussed and decisions made
 - Gilbert Francis will be responsible for recording all team meetings. Zachary Shirley will record meeting minutes in the event Gilbert cannot attend the meeting.
- Evaluating the work of team members
 - The team will review all deliverables to ensure they meet all of the applicable requirements at the mandatory team meeting immediately prior to the respective deliverable due date.
 - Members whose work that does not meet the expectations of the team will be reported to the instructor in the respective deliverable status report submitted by the team captain.
- Holding discussions and making decisions (during meetings, electronically, etc.)
 - Decisions will be made as a team during the weekly mandatory team meetings.
 - Group members will discuss work related to their assigned topic as necessary.
- Voting on decisions and dealing with ties

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- All decisions will be based on majority rule.
- In the event of a tie, the tie will be resolved by a coin toss performed by the team captain.

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- Resolving team conflicts
 - First and foremost, the team members should endeavor to ensure the team receives the best grade possible on all team deliverables.
 - If a conflict exists between two or more team members, the conflict should be brought up for discussion during the weekly mandatory team meeting. If necessary, a special meeting may be convened to resolve the issue.
 - Team members who are unable or unwilling to resolve any conflicts may be immediately removed from the team by a majority vote of the other team members. If the team members are removed from the team, the action will be reported to the instructor.
- Holding team members accountable for their assigned work and tasks
 - The progress of each team member will be reviewed at each weekly mandatory team meeting.
 - Team members whose work that does not meet the expectations of the team will be reported to the instructor in the respective deliverable status report submitted by the team captain.
 - Team members who consistently fails to meet the expectations of the team may be immediately removed from the team by a majority vote of the other team members. If a team member is removed from the team, the action will be reported to the instructor.

File Sharing

- Google Docs
 - The team will utilize Google Docs for its collaborative environment to create all of the deliverables for the team research project.
 - The team will utilize Google Calendar throughout the project.
- Blackboard File Exchange
 - Documents used by team members in support of their research should be stored in the team's File Exchange.
 - The group discussion board will be used to log meeting minutes and other important details.
 - During the special meetings the day before each deliverable due date, the respective document will be saved as a Word document to allow for submission in the appropriate format, and the Word file will be stored in the team's File Exchange section on Blackboard.
- E-mail
 - Email should always be sent to all of the team members involved.
 - With few exceptions, no files should be attached to an emails. All files should be uploaded to the team's File Exchange or in Google Docs.

Procedures

- A team member leaves the team (i.e., withdraw from the course, medical issues, etc.):
 1. Immediately alert the instructor.
 2. Assess any assigned work completed by the member.
 3. Divide remaining work evenly to other team members based on existing workload.
- A team member fails to complete assigned task(s):
 1. Complete any unfinished work.
 2. Determine the cause and devise plan to prevent unfinished work in the future.
 3. If problem is severe or consistent, vote to remove member from the team, and alert instructor.
- A team member consistently completes tasks late or produces inferior work:
 1. Require member to submit work during the Tuesday meeting prior to the deliverable due date.
 2. If problem is severe or consistent, vote to remove member from the team, and alert instructor.

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Meeting Information

- Frequency of meetings
 - One mandatory team meeting each week
 - Special meetings as necessary
- Day(s) and times meetings will be held
 - Mandatory team meetings will be held each Tuesday from 3pm-6pm.
- Location of meetings, as well as at least one alternative if the primary location is not available
 - School of Computing Collaboration Lab (15/3122)
 - UNF Library (3rd floor meeting room)
 - Starbucks (1st floor of UNF Library)
- Attendance policy for meetings, as well as consequences for non-attendance
 - If a member cannot attend, they must notify the group before the scheduled meeting time.
 - If a member consistently fails to notify the group of their absence, vote to remove member from the team, and alert instructor.

Schedule

Date/Time	Task	Team Member(s)
Tues 5/12 3:00pm	First team meeting	All
Fri 5/15 3:00pm	Special team meeting: Review and sign Team Contract	All
Sat 5/16 11:59pm	Team Contract due	Linda Dean
Tues 5/19 3:00pm	Team Meeting – Prospectus	All
Tues 5/26 3:00pm	Team Meeting – Prospectus	All
Fri 5/29 3:00pm	Special team meeting: Review Prospectus	All
Sat 5/30 11:59pm	Team Prospectus due	Linda Dean
Tues 6/2 3:00pm	Team Meeting – Mid-term Report	All
Tues 6/9 3:00pm	Team Meeting – Mid-term Report	All
Tues 6/16 3:00pm	Team Meeting – Mid-term Report	All
Fri 6/17 3:00pm	Special team meeting: Review Mid-term Report	All
Sat 6/20 11:59pm	Mid-term Report due	Linda Dean
Tues 6/23 3:00pm	Team Meeting – Research Paper	All
Tues 6/30 3:00pm	Team Meeting – Research Paper	All
Tues 7/7 3:00pm	Team Meeting – Research Paper	All
Tues 7/14 3:00pm	Team Meeting – Research Paper	All
Fri 6/17 3:00pm	Special team meeting: Review Rough Draft	All
Sat 7/18 11:59pm	Rough Draft due	Linda Dean
Tues 7/21 3:00pm	Team Meeting – Research Paper	All
Fri 7/22 3:00pm	Special team meeting:	All

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	Review Final Draft	
Sat 7/25 11:59pm	Final Draft due	Linda Dean
Sat 8/1 11:59pm	CATME survey due	Linda Dean

Team Member Signatures

Team Member Name	Key Code	Date
Linda Dean	worry-wrote	May 21, 2015
Gilbert Francis	width-windy	May 21, 2015
Bradley Johnson	affix-aroma	May 21, 2015
Shawn Russo	wrath-zebra	May 21, 2015
Zachary Shirley	algal-angry	May 21, 2015
Jay Townsend	stake-tepee	May 22, 2015