

Team Member Terms and Conditions

This is an agreement between Elizabeth Dickerson, Patrick Grant, Andrew Lee & Beth Anne Watts (team members) of NMIX 4510 - New Media Capstone (Class).

1. It is hereby understood that team members agree to work on the project benefitting MUZIK Smartheadphones (project) in the capacity of Producer (Beth Anne Watts), Content Manager (Elizabeth Dickerson), Technical Lead (Patrick Grant), Graphics/Visual (Andrew Lee) and any other role(s) assigned to them throughout the duration of the project.
 - a. Producer should be responsible for scheduling, organization, communication, leading meetings, all paperwork, budgeting, keeping everyone on task and holding everyone accountable for their respective roles.
 - b. Content Manager will be responsible for written content on website/deliverables/ blogs/etc. and will lead any necessary research on the space/competition/ capabilities/etc.
 - c. Technical Lead will be responsible for making sure our technology works smoothly, making sure it meets requirements set by team members and syllabus and for creating prototype, beta, etc. on time.
 - d. Graphics/Visual will be responsible for creating all visuals, making sure they are presentable, edit any videos/photos on time, get all visuals approved by the other team members and work with the content manager to get everything in order.
2. The team members agree to be available for the duration of the project on agreed upon dates/times indicated by the Google calendar and communication forums (Slack, email, texts). Team members will arrive on time to meetings and will not miss/cancel meetings at the last minute without giving a valid excuse.
3. The team members agree to use the app Slack as the primary form of communication. App notifications should be turned on at all times and messages should be read and responded to within 4 hours of reception.
4. The team members agree to comply with all terms and expectations in the course syllabus.
5. The team members agree to perform their role to the best of their ability as well as any other role assigned to them during this project. Team members agree to actively and equally contribute to the project, be receptive of others ideas and research, assist other team members with tasks upon request and complete tasks before the deadline (not last minute.)

6. The team members agree that if one member has an issue with another team member, they should address that member individually. If the problem persists, the team will hold a meeting to address it and resolved the issue.
7. The team members understand that some monetary contribution may be necessary for supplies and members agree to contribute equally to the team's budget. All funds spent must be confirmed with the producer and receipts must be logged. All expenses will be added up upon completion of the project and divided evenly between all team members and the proper members will be reimbursed.
8. The team members understand that there will be no reimbursement of funds for this project that were not discussed prior to purchase or that lack proper receipt.
9. No monetary payment will be payable for this work. Payment for this production will be administered as a final letter grade given by the course professor and determined by the quality of work and effort put forth by the team members.
10. The team members agree to perform their role(s) to the best of their abilities at all time. If a situation should occur, where the team members cannot fulfill the duties of their role, the team members must inform the project producer as soon as possible so they may make any arrangements they see fit to remedy said situation. The terms and conditions set forth by this contract are binding. Failure to abide by any of these terms will result in consequences determined by the producer and/or course professor.

EMPLOYEE ACCEPTS AND AGREES TO ALL CONDITIONS OF EMPLOYMENT AS DESCRIBED ABOVE.

AGREED TO AND ACCEPTED BY: DATE _____

TEAM MEMBER 1

TEAM MEMBER 2

TEAM MEMBER 3

TEAM MEMBER 4