

Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
2. Identifying expectations
3. Specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract on Brightspace.

Once your team contract has been developed, your team is ready to begin work on the project. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as it should, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your TA or professor to resolve any conflicts as soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

TEAM CONTRACT

GNG1103, Section # C02

Team # 8

Team Members:

- 1) Jadon Xia
- 2) Rayyan Faruquee
- 3) Megan Bauman
- 4) Ella MacNeil

Team Procedures

1. Day, time, and place for regular **team meetings**:

Saturday at 10am and if not then another time will be agreed upon.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Preferred method is discord or instagram.

3. **Decision-making policy** (by consensus? by majority vote?):

Majority vote and if tied then each group will provide a detailed overview of their position and then a revote will be held. If there's still a tie then a discussion will be had and a compromise will be brought forward to unanimously agree on a singular solution.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Jadon Xia, communication via discord. Will check in every week at our scheduled meeting time and check in the night before via discord to see how we're doing. After each meeting, meeting minutes will be posted by the assigned (based on role matrix) and follow up afterwards. If anybody should happen to miss a scheduled meeting, jadon will have a separate meeting with them to catch them up and keep them up to date.

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

(<https://www.wrike.com/workspace.htm?acc=6270825#/folder/1207733723/timeline3?viewId=200623273>)

Records will be kept on wrike^ for scheduling and all notes compiled on a shared google doc, to which we'll have access. It will alternate weekly who's in charge of meeting record keeping.

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the “**Role Rotation Matrix of Members**” document and generate a role rotation matrix for your project team members below.

Role Rotation Matrix in the Project Team

Member Role Rotation Matrix in a Project Team of 4 members														
Name	Role	Responsibilities	Semester Week											
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Ryan	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Megan	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Jadon	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Ella	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D
							D	E	P	R	Q	D	E	P

https://docs.google.com/file/d/10EZDpjSX-Svc5pYSPQ6apED7Jy_Wu8NL/edit?usp=docslist_api&filetype=microsoftword

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

Each member should complete their assigned tasks on time and be prepared for any group presentation. Any work they complete should be reviewed and approved by every member in the group and each member will have an equal amount of responsibility and tasks to fulfill in the group. Each project should be presented clearly, concisely and with learning as a high priority.

2. **Strategies** to fulfill these standards:

Regular revisions of the project from each member will help in improving the quality and reducing mistakes. We will encourage rich discussion to maximize creativity and research our topics thoroughly.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

Each member should choose a task they'd like and also be assigned another task to ensure equal distribution and improve cooperation. If there is a task that multiple members want, we can vote on it depending on who is best-suited or do rock-paper-scissors.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

We will keep record of all ideas and inputs on a document so that each member has the opportunity to contribute. To encourage ideas, everyone will have some brainstorm and speak their mind during group meetings. We'll strive to encourage quieter voices to speak up and also provide methods for written ideas to be submitted on the doc if someone is uncomfortable at first to say their ideas.

3. Strategies for keeping on task (task maintenance):

- Setting an appropriate period of time for work with occasional intervals for breaks.
- Setting due dates for expected work (in wrike <https://www.wrike.com/workspace.htm?acc=6270825#/folder/1207733723/timeline3?viewId=200623273>)
- Set reminders for each group member (on phone, shared google calendar)

4. Preferences for leadership (informal, formal, individual, shared):

Formal, shared leadership is ideal because it alleviates stress from a single person leading. Keeping things formal will help us stay on task and organized—being in a relaxed environment is good, but not too relaxed. By switching leadership it will allow for everybody to have equal opportunity and for nobody's opinions or voice to be silenced. Further, an informal leadership may lead to a lack of importance or emphasis on the gravity of the project and its tasks.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

Each member is expected to arrive 5-10 min early to each meeting to account for any delays. If a member is absent or late, they should provide a valid excuse.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Each member will be given timelines to fulfill each of their tasks, which are expected to be on-time but are ideally completed early. The assignment as a whole should be completed at least a day early so that the group may discuss improvements or corrections.

3. Expected level of communication with other team members:

Each member is not required to constantly communicate, but at least be properly informed of all updates and announcements. If a member is required for a discussion or question, they should respond as soon as they are available.

4. Expected level of commitment to team decisions and tasks:

Each member of the group is expected to fulfill each task and follow through with a team decision. If there are objections, they are expected to voice their opinion so that the group can reconsider and reevaluate.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

Sit down with the individual and communicate how he/she is failing to meet set standards (that have been agreed upon and set)

Remind the individual that their contribution is necessary for the group to succeed and reason with them to prevent any future infractions.

2. Describe what your team will do **if the infractions continue**:

Alert TA, professor.

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) Ella MacNeil

date 22 Sept 2023

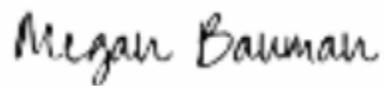


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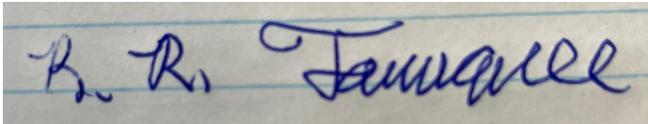
date 22 Sept 2023

3)



date 22 Sept 2023

4)



date 22 Sept 2023

* This template was adapted from
https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc