

Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures
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, and (d) specify the exact time and exact place for completion or submission of each task. 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

GNG2101, Section # D00

Team Members:

- 1) Nishchal Nepal
- 2) Hongjian Zhu
- 3) Liam Eddenden
- 4) _____
- 5) _____

Suggested Projects:

- 1st choice: Wheelchair Assist
- 2nd choice: Light Flicker
- 3rd choice: Hand Grip

Team Procedures

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

Every Saturday, at CRX or STEM building

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard 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:

Messenger group chat, Google doc, and phone contact

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

By consensus

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?):

Nishchal is responsible for booking the room for our team meeting, and everyone is informed through messenger group chat about the details and place we meet. Content covered in each meeting will be planned prior to the meeting in messenger and recorded in google docs.

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?):

A google doc will be created to keep track of what is accomplished in each team meeting. A separate google doc, or combined with the other doc, we will have our agenda written out for what we plan to accomplish in each meeting.

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.?)

The project work will be divided based on the member's interest or experience. For each member's assigned task, the member needs to do a personal research on the topic on their own time. However, if the member needs assistance then it will be provided by other team members. Preparation of drafts will be sketched and planned in our first meeting after our product is finalized. We will prepare a demo version prior to meeting the client and test it out as we get the client's feedback on the product.

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

All group members will do a review of the other team members work to ensure that the quality of work meets our project standards. We will also keep track of our progress in a google doc to ensure the standards are met.

Team Participation

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

Tasks can be distributed by members' interests and their experience. However, if some parts are not picked up, we can make it as group tasks.

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

We value our member as friends, therefore, we welcome all team members to post their own ideas.

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

A time will be set as a goal to complete each set of tasks to ensure we can accomplish all parts of the project in time. Also, if a member completes their task early then he can assist others.

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

Informal leadership

Personal Accountability

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

Group members should attend each team meeting, if someone cannot attend, he need to inform other group member to ensure he know what is the plan and agenda for the next period of time.

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

Deadlines should be met to the best of the team members ability. If they fall behind, they are expected to be able to catch up to meet the timeline of the project. If the team member needs help meeting their deadlines, another member of the group could assist that member. If a team member is ahead of schedule, they should help another team member if possible.

3. Expected level of communication with other team members:

Members should feel free to communicate with other members, and exchange their task progress frequently so that everyone in the group has an idea of how well they follow the agenda.

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

Since most the decision is tended to be made by majority vote, therefore, everyone should agree with the decision before the end of the team meeting. After the decision has set, everyone should follow the schedule with no doubt.

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:

Group meeting is a method to solve infractions. Members can discuss the infractions and reach a solution.

