

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 Blackboard.

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 # D Team # 10 Team Members:

- 1) Benjamin Hotte
- 2) Evan Lacroix
- 3) Alison Kamikazi
- 4) Supathira Uthayakumar
- 5) Gabriel Krausert

Team Procedures

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

Wednesday: 2:20-3:50

Saturday: 10:00-12:00

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:

We will be using whatsapp as a preferred method of communication. We will send the group chat messages about upcoming meetings and what we will talk about in those meetings. Messages will also include alerts about upcoming assignments and deadlines. The group chat can also be used for asking questions about the assignment from peers.

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

We will make a policy by majority vote. Since our group contains five people this method will workout fine.

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?):

Supathira Uthayakumar will text the group chat minimum 3 days in advance in the morning.

Alison will be responsible for the team following the agenda during a team meeting. A schedule of what needs to be accomplished through the meeting will be prepared and made

sure the checklist is completed.

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?):

Meeting minutes will be recorded by Gabriel Krausert in a Google Doc that will be shared with all group members. Agenda will be formed from meeting minutes in the same document as the minutes.

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.):

Work uses formal language with little to no grammatical errors. Ideas are presented in an organized format. Strong research (relevant information) should be incorporated in work and referenced. Work highlights the problem (client's concerns, peer evaluation, research question) and meets the objective by addressing it.

2. Strategies to fulfill these standards:

Chipping away at the assignment each day and finishing the assignment 5 days before the due date enabling a chance for refining and revising. Every piece of work should be run through all the team members.

Team Participation

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

The distribution of tasks will be made at the beginning of the project and agreed upon by all members of the team to ensure it is equally distributed. To ensure cooperation there will be weekly meetings and an open document to keep everyone informed on the current issues and the tasks that have been completed. As such, members will be able to revise and cooperate on matters efficiently.

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

Having weekly team meetings and having each group member present their ideas and discuss them to improve or change them accordingly.

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

Have a Wrike schedule with deliverable due dates as well as checklists of completed tasks. Checklist should be updated daily and discussed with the team in weekly meetings.

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

Wednesdays will be a shared meeting with informal leadership, thus putting together everyone's views, issues and desired outcomes. Saturdays will be to make sure everything is on track with formal leadership, thus goal setting, keeping up-to-date and reviewing.

Personal Accountability

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

Team members should attend scheduled team meetings as much as possible. If team members cannot attend or be punctual this should be communicated to the team in advance via Whatsapp group chat.

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

Every team member must finish their work/part of each deliverable a couple days in advance and let the team know they have finished. This is so other team members can go over their work and give constructive feedback. By finishing in advance of the deadline gives each member time to edit/revise and have other members look over their ideas. Ultimately optimizing the level of quality of their work.

3. Expected level of communication with other team members:

Keeping an open google docs document so every team member can share their work, struggles and point of views. Also keeping a whats app group active for quick communication in case of upcoming events or scheduling a supplementary meeting. There are also weekly group call meetings on Wednesdays and Saturdays. Everyone should communicate or express their ideas during the group meetings, to get feedback from the other members. This is also to ensure that everyone is on the same page and there are not any discrepancies.

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

Weekly meetings are mandatory, thus all team decisions will be made during these two time periods. All members must express their opinions and expectations when making decisions. Tasks will be attributed according to strengths, however all team members may express their point of views on all parts of the project. Commitment is crucial to the project's success.

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:

Address the issue and come up with a solution to prevent further infractions in the future.

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

Get in contact with our PM/TA address the consistent infractions that have occurred and find a solution.

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.

Beze

1)

Date: 2021-01-20

Ann Loeroux

2)

Date: 2021/01/20

alisonk

3)

Date: 2021/01/20

Supathorn

4)

Date: 2021/01/20

LKrausert

5)

Date: 2021/01/20

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