

TEAM CONTRACT

GNG1103, Section # C02

Team # C9

Team Members:

- 1) Luke Beausoleil
- 2) Michael Menalopoulos
- 3) Harrison Meeds
- 4) Nicholas Martins
- 5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
Monday, 10-11:30am, online
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:
Microsoft Teams
3. **Decision-making policy** (by consensus? by majority vote?):
Consensus
4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?): Shared Document for everyone to write on.
Luke will send reminder on Teams.
Michael will moderate meetings to stay on topic.
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?):
Harrison will take notes during the meetings

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 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.):

Well-edited, organized, understood prior to discussions.

2. Strategies to fulfill these standards:

Each team member will edit, reread, and arrive prepared to each meeting.

Team Participation

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

Using write, we will assign tasks in equal proportion, and communicate regularly to ensure everyone is on pace.

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

During meetings, we will have designated times for each member to talk, when they can say all their ideas.

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

Each person must discuss their progress during their talking time in the meetings.

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

Informal

Personal Accountability

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

Attendance mandatory (except with valid excuse like illness), on time with 15 minutes of leniency; everyone participates.

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

Perform individual tasks on time.

Do what you say you'll do, when you say you'll do it.

3. Expected level of communication with other team members:

communication is necessary outside of meetings

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

everyone should be committed and on board with all decisions

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:

Infraction will be mentioned and discussed at group meetings to arrive at case-by-case decision

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

Contact TA if the infraction member does not listen to us. Have peer reviews.

- 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) Lake Beaudet date 25/01/2023
- 2) Mikhael date 25/01/2023
- 3) Harrison Heeds date 25/01/2023
- 4) Nicholas Morris date 25/01/2023
- 5) _____ date _____

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