

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 # A

Team # 5

Team Members:

- 1) Joseph Olsheski
- 2) Joshua Hersey
- 3) Martin Shiu
- 4) Umar Dam-Ali
- 5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - Sunday, 16:00, SITE
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:
 - Email, Cell phones
3. **Decision-making policy** (by consensus? by majority vote?):
 - By majority vote
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?):
 - Martin will be responsible for setting the agenda after class on Fridays. Joseph will be in charge of following the agenda during the team meetings. Team members will be notified through text messages. To keep track during the meeting we will follow a list of objectives.
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?):
 - Joshua will be responsible for recording and disseminating minutes through google drive/docs.

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 realistic level of quality would be complete, and revised pieces of work for such work.
2. **Strategies** to fulfill these standards:
 - Peer editing
 - Clear objectives
 - Sufficient time

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - Constant communication
 - Weekly meetings/ periodic updates
 - Fair distribution of tasks
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Individual planning ahead of team meetings in order to take the best ideas from all designs
 - Keep speaking times for brainstorming relatively the same for everyone in the group
3. Strategies for keeping on task (task maintenance):
 - Have a rough outline of the task ahead
 - Have goals and time constraints on tasks
4. Preferences for leadership (informal, formal, individual, shared):
 - Shared leadership with people in charge of certain tasks

Personal Accountability




1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Must attend 90% of meetings, if someone is unable to make it they must inform the group ahead of time. Everyone must be on time and will try to arrive 5 minutes early.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Everyone must pull their part and finish their part of the task by set timelines. If one finishes early it would be in their best interest to help others complete their tasks or start on the next part of the project ahead of time.

3. Expected level of communication with other team members:
 - Attending more than 90% of the team meetings and constant updates on how their part of the project is going (eta/ progress/ estimated timeline).
4. Expected level of commitment to team decisions and tasks:
 - Everyone must complete their tasks and must contribute their opinions during team 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:
 - The person will be given warnings and would be told to pull their weight.
2. Describe what your team will do **if the infractions continue**:
 - Marks will be deducted from that team member
 - Will be put on watch by another member of the group
 - Given less important duties but in a greater amount

- 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)  date 20/01/17
- 2) John Hearn date 20/01/17
- 3)   Ben date 20/01/2017
- 4) Martin Shan date 20/07/2017
- 5) _____ date _____