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 a 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 # E03   **Team # 14**

Team Members:

1) Marc St-Laurent

2) Kalen Hong

3) David Rosocha

4) Ben de Gans

5) Rishabh Sharma

TRELLO BOARD LINK

The following link is for part B) of the team contract, which includes the Trello board that outlines the groups responsibilities, dates, and tasks for the semester in regard to the project. https://trello.com/invite/b/BVQUyzOo/ATTIffa561593f1eb68dd5f7bae366d91099C0403DE3/gng1103-group-14

Team Procedures

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

Mondays, 2:30PM-5:30PM, Lab Periods
Tuesdays, 3:00PM-5:00PM, In-Person Meeting
Saturdays, 4:00PM, Online Meeting

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:**

We will be communicating through a <u>discord</u> server, which will be organized in a manner that allows the group members to organize their projects, work, ideas, and notes into different channels for the members to keep note of.

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

All decisions will be made by a majority vote, however, as there are an even amount of group-members, any decision that has no consensus will be given a day to for the group to think about and we will do another vote. However if opinions stay the same, and no compromise is possible, we'll pitch our ideas to a third party and get them to decide in a non-biased manner.

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?):**

The group will regularly meet in-person on Monday evenings to discuss the plan for the week. Throughout the week before each Monday meeting, everyone will post on the discord group what they would like to discuss for the meeting.
For instance:
1. Need help with: Coding the AI robot drone - David
2. Discussion: How big should map size be? – Ben

Every week, the leader of the meeting will be rotated so that everyone has a chance to take the initiative a few times during meetings. This is done in hopes of increasing productivity, as new ideas are put forward and emphasized every week.
No one in particular will be responsible to keep the group from following the agenda, as there is trust among the group members to take full responsibility over their tasks. However, every meeting the leader will look over how people are coming along with their tasks, and if not complete, all other group members will pick up their slack.
Similarly, the meeting leader will notify everyone on the discord group to attend the meeting at the same time, however, every member has a reminder on their calendar anyway.

Lastly, meeting will only be about an hour long (minimum). We will book rooms in CRX and Morisset Library so that everyone understands we are under time restraints, and everyone will put their phones away in a box stored in the corner of the room. After the hour, we will take a small break (15 minutes), and team members who would like to continue will go to a more public spot to work on whatever they'd like to.

For instance,
2nd Monday meeting, David and Kalen talk about how to complete the gun model. After the meeting, they decide to go to stay in the library to work on the model together until it is complete (~2 hours).

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?):**

On the discord group chat, a calendar is posted with all meeting times, and every meeting will have its own dedicated group chat.
In this group chat, all relevant information, ideas, and research will be posted, along with a word file that documented all important information talked about in the meeting.
Furthermore, every meeting will have a leader to host it to make sure it is organized, and the leader will be rotated every meeting among the group members.
Additionally, we will take turns keeping track of the time spent during every meeting in the document.

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.**

To begin, we will start by addressing each person's strengths and weaknesses regarding coding, modeling, landscaping, and storyline. Instead of limiting each person to a specific component, we will cooperatively learn together, while adding our own ideas to the project. Each week we will take time to discuss who will do a specific task, what will be implemented, when we are able to upload our work, and how we can add on to the project. This leadership strategy will ultimately boost everyone's cooperation and critical thinking. Each person will be assigned a role for the Role Rotation Matrix of Members.

As quality control and report writer & marketer go hand-in-hand, when roles are swapped among the team-members, one person will take-on both roles. We must resort to this as there are 4 people for 6 roles total. The remaining vacant role will be assigned to anyone willing to take it, but if no one does, the leader for the weekly meetings will assign the role.

However, depending on how things go, we may do quality control in our weekly meetings as a group, so that everyone can be caught up on what can be worked upon, and to relieve the pressure off other people.

As of January 22, 2024, the day of first group meeting, roles will be assigned.

An example of how the roles will be assigned includes the following:
Week 1 (Jan 22nd – 28th);
Project Manager: Ben de Gans
Engineer 1 and 2: David Rosocha, Marc St-Laurent
Designer: Rishabh Sharma
Quality Control & Report Writer/Marketer: Kalen Hong

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 group is ideally aiming for an A+, and we are ready to work for it.
We aim to make the presentation stand out, be creative, and fully grab the audience's attention. We also aim to complete in-depth research about the topic at hand, to make our presentation and product easier to conceptualize and create.
Check-ins and discussions about these standards on a regular basis foster a shared commitment to maintaining a high level of quality throughout the project. Likewise, the peer-reviews will involve constructive and specific feedback and will acknowledgment of both strengths and areas for improvement.

2. **Strategies** to fulfill these standards:
   - Clear and easy communication. The group has established clear communication channels and guidelines for collaborative writing through discord dedicated group chats, ensuring that all relevant information can be found in one place. Furthermore, all team members will be given 'roles' on the server (which shows under their username) to clarify who is doing what job.
   - After each regular meeting, each member is encouraged to work as much as possible on their own on their task if we agreed it does not need to be done in groups. For instance, if the group agrees that Kalen needs to do the code for the drone as he is the only one who knows how to , he will finish everything he can on his own before messaging or meeting with the other team members. (Self-efficacy)
   - The group will be punctual to prevent any time restraints and to follow schedule.
   - The group will allocate sufficient time to conduct rehearsals to ensure a polished and well-coordinated presentation, with friends tuning in to provide constructive feedback.
   - The group will be using version control tools to track changes made in a document, to avoid the risk of conflicting edits and enabling a seamless collaborative writing process.
   - All resources and research will be shared on the discord-dedicated chat for a specific topic, so content can be easily accessed and discussed upon.
   - All drafts will be completed in advance to make for constructive feedback and revisions from other group members and/or friends.

Team Participation

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

   - Effective communication
   - Determine strengths and weaknesses.
   - Distribute tasks evenly based on strengths and weaknesses.
   - Record progression in each task

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

- Collaborative analysis of obstacles
- Keeping an open mindset
- Respecting everyone's views.

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

- Take short breaks to reduce chance of burnout.
- Plan discussion topics ahead of time
- Work in an effective study space

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

A shared form of leadership will take place during this task, as it is the shared goal of this group to complete the task with the highest grade possible. Therefore, leadership is rotated throughout the week when it comes to who hosts the meetings, but everyone will be actively involved throughout the week in the project.

<u>**Personal Accountability**</u>

1. **Expected individual attendance, punctuality, and participation at all team meetings:**
All team members are expected to show up to all scheduled meetings as well as contributing to the group discussion. Any difficulties in scheduling will be brought up in our discord server, and the whole group will make an effort to meet up online at a time best suitable for as many people as possible throughout the week.

2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:**
All members will complete tasks assigned to them while ensuring dates and timelines are met. A clear expectation of what needs to be done and when they need to be completed, therefore, the group expects no excuses as to why tasks were not completed. Members take full responsibility over their tasks.

3. **Expected level of communication with other team members:**
All team members are expected to with regards to any complications with scheduling or work quality/completion. Any minor or major updates that a member feels the need to share is encouraged to post it into the discord group chat, so everyone else will be able to see it eventually.
Similarly, all ideas, projects, reflections, and updates, will be posted into specific discord channels in the server, therefore communication in regards to certain aspects of the project are tackled and discusses upon in an organized manner, that is easy to interact with.

4. **Expected level of commitment to team decisions and tasks:**
All team members are expected to commit to any decisions made during group meetings.

Whatever decision is agreed upon by the group, all members are to carry it out to the best of their abilities.

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:**

If a member fails to comply with the task assigned to them, a warning will be issued, and the group will discuss about it together on the group discord. However, if the person does not attempt to fix his infraction or put in work to help the team, a TA will be notified to help resolve the issue.

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

The group will employ multiple strategies to employ this.
To begin, everyone must contribute to a safety fund. For instance, everyone will put in 50 dollars (cash) into a compartment, and if someone makes a mistake – the group will seize their safety fund. Although it seems harsh, it makes sure that everyone in the group is dedicated and remains dedicated to the effort.
Furthermore, the team will collectively review and potentially refine its working processes and communication strategies to address any systemic issues contributing to repeated infractions. Subsequently, the team will re-evaluating the continued membership of the individual in question, and what responsibilities they hold.

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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.*
d)

1) _____ date: Jan 15-2024

2) BDG _____ date: JAN-15-2024

3) David Racher _____ date: Jan 15th 2024

4) _____ date: Jan 15 2024

5) _____ date: Jan 21st 2024

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