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.

<div align="center">**TEAM CONTRACT**</div>

GNG1103, Section # C04   **Team # 16**

Team Members:

1) Hannah Robidoux (300289495)

2) Jeanine Baltazar (300301015)

3) Marho Eta (300284807)

4) Jonathan Dilamarter (300307319)

5) Rohan Gopaul (300387690)

6) Kwabena Opoku (300378918)

Team Procedures

1. Day, time, and place for regular **team meetings**:
   - Place: MS Teams, Discord, or on campus (decided during the previous meeting)
   - Time/Day: Friday 6pm

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:
   - Snapchat group chat. This will be the main form of communication to quickly convey information to group members
   - Microsoft Teams. This will be the main form of communication for calling unless another preferred website is chosen.
   - imessage/text
   - Discord
   - Emails

3. **Decision-making policy** (by consensus? by majority vote?):
   - Our group will aim for a consensus. If some group members are still not satisfied, we will attempt to make a compromise
   - Use majority vote if a compromise can't be made

- Decisions will be made by group discussion, checking with all group members before proceeding

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?):
   - Jeanine and Hannah are responsible for the team agenda
   - Using Wrike and/or Google Calendar
   - Sending our schedules to other group members to create a schedule that works for everyone

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?):
   - Marho is responsible for recording and disseminating minutes
   - In Wrike

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.

Member Role Rotation Matrix in a Project Team of 6 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Jon	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	N/A	N/A	N/A	D	E	Q	R	P	E	Q	R	P
Jeanine	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	N/A	N/A	N/A	E	D	E	Q	R	P	E	Q	R
Kwab	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	N/A	N/A	N/A	P	E	D	E	Q	R	P	E	Q
Hannah	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	N/A	N/A	N/A	R	P	E	D	E	Q	R	P	E
Marho	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	N/A	N/A	N/A	Q	R	P	E	D	E	Q	R	P
Rohan	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	N/A	N/A	N/A	E	Q	R	P	E	D	E	Q	R

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.?):
   - Completed work on time
   - Work distributed equally among members
   - Practiced presentations

2. **Strategies** to fulfill these standards:
   - Distributing work before creating the project/presentation
   - Hold people accountable
   - Reminiding group members of due dates
   - Following the agenda

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   - Assigned tasks in Wrike
   - Attendance to weekly meetings
   - Checking in with group members regularly
   - Following role rotation

2. Strategies for encouraging/including ideas from all team members (team maintenance):
   - Group meetings
   - Giving everyone the chance to share their ideas
   - Asking questions
   - Asking for feedback on ideas
   - Aim not to talk over each other, taking turns with talking

3. Strategies for keeping on task (task maintenance):
   - Designated times for the completion of group work.
   - Making task goals clear and easy to follow through with.
   - Making realistic goals with the time we have

4. Preferences for leadership (informal, formal, individual, shared):
   - No leader for ideas, but project manager is organizing tasks and directing work
   - Shared leadership

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
   - Each group member will be expected to attend all meetings.
   - Each group member will be punctual.
   - Each group member will attend the labs
   - Each member should complete their share of the work and input their ideas at least once per meeting

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   - If a task requires more time, the group should be updated and reschedule/help accordingly
   - Assignments shall be done on time
   - Asking for help from another team member is encouraged

3. Expected level of communication with other team members:
   - Communication will be done in person twice a week at the very least.
   - Asking for help when needed
   - Checking the group chat frequently is expected
   - Mention work done/contributions at least once in the week

4. Expected level of commitment to team decisions and tasks:
   - Sharing work done individually and group work every week
   - Everyone should share their ideas/opinions

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:
   - Confront team member
   - Constructive criticism towards group member
   - Have a group discussion about what can be improved

2. Describe what your team will do **if the infractions continue**:
   - If the team member does not respond to confrontation, the professor will be contacted

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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.*

1) <u>Hannah Robidoux</u>   <u>date: Sept. 24, 2023</u>

2) <u>Rohan Gopaul</u>   <u>date: Sept. 24th 2023</u>

3) <u>Jeanine Grace Baltazar</u>   <u>date: Sept. 24, 2023</u>

4) <u>Marho Eta</u>   <u>date Sept. 24, 2023</u>

5) <u>Jonathan Ken Dilamarter</u> <u>date: Sept. 24, 2023</u>

6) <u>Kwabena Opoku</u>   <u>date Sept. 24, 2023</u>

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