# 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 # \_\_\_\_\_\_\_ Team # \_\_13\_\_\_\_**

**Team Members:**

1. \_\_\_Benjamin Kelly\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_Mathew Schroeder\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_Cameron Caudle\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_Zaineb Wadood\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_Rebecca\_Heller (never showed up)\_\_\_\_\_\_

# Team Procedures

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

 Saturday @ 2pm at Morisset Library

1. 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:

 Instagram

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

 By majority vote

1. 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?):

 Zaineb and will be using Instagram to keep everyone on track.

1. 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?):

Everyone will record by using a shared doc.

1. 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.

**Role Rotation Matrix in the Project Team**

|  |
| --- |
| **Member Role Rotation Matrix in a Project Team of 4 members** |
|  | Semester Week |
| **Name** | **Role** | **Responsibilities** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W10** | **W11** | **W12** |
| Zaineb | Designer & Quality Controller (DQ) | Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check prototype and test quality. | DQ | E | P | R | DQ | E | P | R | DQ | E | P | R |
| Mathew | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | P | R | DQ | E | P | R | DQ | E | P | R | DQ |
| Benjamin | Project Manager (P) | Plan, organize, communicate, and track project tasks, deadlines, and milestones. | P | R | DQ | E | P | R | DQ | E | P | R | DQ | E |
| Cameron | Report writer & Marketer (R) | Write project deliverables, identify clients/users, promote, and sell ideas and product. | R | DQ | E | P | R | DQ | E | P | R | DQ | E | P |

# 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.?):

 Clear, well organized, engaging presentation, appropriate visuals, effective communication, constructive feedback

1. **Strategies** to fulfill these standards:

 Frequent communication and feedback from group members, good research, and practice the presentation well

## Team Participation

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

 Clear roles and responsibilities, regular check-ins, task rotation

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

 Brainstorming sessions, Active listening, constructive feedback

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

 Scheduling, Set clear goals, Regular progress check-ins

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

 Rotational leadership

## Personal Accountability

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

 All members must attend and should arrive on time or 5 min early to meetings.

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

 All members will have equal responsibility for team assignments

1. Expected level of communication with other team members:

 At least check-in with all team members once a week on Instagram chat

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

 All members will have equal say in team decisions and tasks

# 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:

 Identify infractions, Address the issues, seek understanding and find solutions

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

 If the issue doesn’t resolve speak to the project manager and if it still doesn’t resolve talk to the professor

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1. \_\_\_\_\_\_Zaineb\_Wadood\_ \_date:\_\_Jan 20 2024\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_Benjamin Kelly\_\_\_\_\_date: Jan 20 2024

1. \_\_\_\_ Mathew Schroeder\_\_\_\_\_\_\_\_\_\_\_date: Jan 20 2024

1. \_\_\_\_\_\_Cameron Caudle\_\_\_\_\_date: Jan 20 2024

\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team**\_**Contract**.doc