TEAM CONTRACT

GNG1103, Section # A03 **Team #** 10

Team Members:

1) Rachel McDonald
2) Natalie Lacoste
3) Lauren Mills
4) Spencer Gelinas
5) Alex Lin
6) Ethan Tran

Team Procedures

1. Day, time, and place for regular **team meetings**:
   - Wednesdays at 1:00 in CRX 105D

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:

- Instagram/snapchat group messaging
- Email chains
- Quick project debrief during lab time (Thursdays at 6:00)

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

We will use a majority vote policy to make decisions. However, since there are 6 group members and therefore the possibility of a 3-3 vote, in this case members (one) from each opposing side will rock-paper-scissors each other for the decision. In case of inability to form a decision, the group will attempt to compromise with each other. In the most extreme cases, intervention from the prof may be needed but we hope to avoid such a situation.

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?):

Natalie will organize the meeting agendas. She will create the meeting agenda for the upcoming week by the end of the current meeting. This information will be available in a google doc that will be shared with each teammate and viewed at one’s leisure. Each individual teammate is responsible for informing themselves on the meeting agenda and being prepared in order to not cause the project to get behind schedule. All documents will be in a shared GNG1103 Project folder. Natalie will remind the group to stay on track during the meetings and the time will be kept track of to stay focused.

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?):

Rachel will organize the meeting minutes and time allowed for each talking point. She will organize this information in a google doc that will be shared with each teammate and viewed at one's leisure. During the meetings, a timer will be used to keep track of the time spent on each topic. This information will also be recorded in the document for potential future reference and all documents will be in a shared GNG1103 Project folder.

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.

Role Rotation Matrix in the Project Team

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**
Lauren	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E

Rachel	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Natalie	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Alex	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Spencer	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

Ethan	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	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.?):

Considering that there are many assignments each worth very little grade percentage, the goal is to put the best effort possible for each one. We expect a high quality for the project and agree to each do our best to achieve good results.

2. **Strategies** to fulfill these standards:
    - Time management
    - Accountability of task completion
    - Best work effort consistently put in

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
    - Tasks are distributed as a group
    - Assign tasks based on team members strengths
    - Provide deadlines for tasks

2. Strategies for encouraging/including ideas from all team members (team maintenance):
    - Take turns providing ideas rather than having one person lead
    - Ask leading questions
    - Brainstorm

3. Strategies for keeping on task (task maintenance):
    - Phones are away to avoid unwanted distractions
    - Having a checklist to go through during the work period
    - Setting own deadlines to ensure task get completed in a timely manner

4. Preferences for leadership

Mainly shared with 1 or 2 appointed ‘group leaders’ who help with the flow of the project.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
    - Everyone is expected to attend all team meetings unless a reason has been provided in advance
    - Due to our busy schedules everyone is expected to be on time, that way tasks can be met on time
    - In all meeting, all team members should provide their perspective and be attentive

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
    - Everyone is expected to have equal responsibilities for assignments
    - All timelines and deadlines should be met by all team members
    - Everyone is responsible for completing their tasks so the team is not left behind

3. Expected level of communication with other team members:

    Team members are expected to have open communication with the team concerning any updates on the project, whether it’s positive or negative.

    Expected to communicate when:
    - Struggling with a task to ask another team member for help
    - There's a completion of a task
    - Unsure of upcoming meetings/deadlines
    - Coming across roadblocks while working on a task

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

If you commit to a task, you must follow through. Do not commit yourself to the task if you will be unreliable. Each group member will be required to commit to a reasonable amount of tasks so that the workload is as fair as possible. Each team member must be involved in the decision making (every vote matters).

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 any team members allow themselves to be in a situation requiring consequences, they can expect to be honestly reviewed on the peer evaluations and so are agreeing to the consequences of a poor grade. The team member will still be required to complete the work they did not complete regardless (no one is going to do the work for them).

2. Describe what your team will do **if the infractions continue**:
If the infractions continue, the professor will be contacted to help mitigate the situation.

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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) ____date__09/24/23______

2) ____date__09/24/23______

3) ____date__09/24/23______

4) ____date__09/24/23______

5) ____date__09/24/23______

6) ____date__09/24/23______

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