

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 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 # C03

Team # 15

Team Members:

- 1) Philippe Hamel
- 2) Connor Begg
- 3) Berke Ucuncuoglu
- 4) Belden Winner
- 5) John Balewula

Team Procedures

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

The lab [Thursday 11:30 - 2:20] & virtual meetings when necessary

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:

MS Teams and emails.

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

Consensus, input, voting and confirmation on intentions.

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?):

Wrike, and MS Teams chat, as well as keeping a personal list of tasks that are needed to be completed.

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?):

Preemptive presentation on MS Teams of the subjects that will be discussed in the meeting. Some important meetings may be recorded to keep a record of if ever the need to consult what was previously said arises.

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.

We find that the role matrix that had already been made by Prof. Knox was sufficient to plan in these early stages of the design. With the exception of the names, no changes were made to it. Though, we do believe that it might be too early in the semester to be attributing task to all team members without knowing them enough. This sheet shall be revised near in the beginning of october to make sure it is optimal.

Member Role Rotation Matrix in a Project Team of 5 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Phil	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
John	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
Connor	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
Belden	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
Berke	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

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.):

To have a project that Mines Actions Canada will confidently approve of, as well as being highly placed in the final standings of the design day judging... this culminating to a final grade of near 85% \pm 3% or more.

When presentations are held the group will aim to use the qualities of presenting that will give the best results, while confidently showing our briefing.

Depending on the availability of group members, tasks or assignments can be done cooperatively by everybody or individually when goals are shared.

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

The group will remember to hold simplicity in mind during the actions of the project to fulfill the end with the least tension.

Make an effort to take as much input from every member of the group to be able to have contribution to what is chosen to be included in the project.

Take as much time as we can to brainstorm on anything we wish to have in our product to get the vision across properly.

Team Participation

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

Staying active in the MS Teams group, as well as following the aforementioned Role Rotation Matrix of Members. Promoting discussion in the group to keep every person active in the directions of the group as a whole. Sharing responsibilities clearly.

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

Through team building events, the members of the team will get to know themselves and other members better and work as a team. This should lead to people being more open about their ideas, and more accepting of others. Asking questions, clarifying and openly inviting feedback will make it easier to get more dialogue on matters.

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

Constructing and abiding by plans that we set in place before we start working, and holding each other accountable if work is not being done on time.

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

Informal leadership roles, everyone gets equal say on decisions but the same person submits documents in.

Personal Accountability

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

Everyone is expected to show up on time and be willing to participate at group meetings.

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

We should share the responsibility for fulfilling assignments, while asking for help when it is needed.

3. Expected level of communication with other team members:

Team members are expected to be open and available to communicate, and to communicate their needs and abilities effectively.

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

The team must be aware of what the responsibilities are for the team. Every member is important to the team, that means every person is encouraged to take part in 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:

Discuss why and how the team contract was broken and also discuss how further infractions can be prevented.

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

Consult the PM or the TA and discuss what to do about the team member in question as to deal with the situation in the most appropriate manner.

- 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.*

Connor Bezy

24/09/2023

Belden Winner

24/09/2023

Berke U

24/09/2023

John

24/09/2023

Phil H

24/09/2023

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

