**TEAM CONTRACT**

**GNG1103, Section # \_\_\_F\_\_**  **Team # \_\_F12\_\_\_**

**Team Members:**

1. Annabelle Osazuwa (300361617)

1. Avery Taylor (300366472)

1. Emily Facette (300109170)

1. Rashad Nesar (300372555)

**Team Procedures**

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

Saturdays 11:00am- Online Meeting

Wednesdays at 2:30-4:00- Study room in CRX will be booked weekly for the meeting.

1. Preferred method of **communication** (e.g., e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

The preferred method of communication for the project used to discuss updates and meetings will be through a messenger group chat. For any discussions that must include the TA or professor we will use Microsoft teams.

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

Everybody will pitch their ideas for the task at hand. We will discuss the viability and applicability of each person's solution. The ideas may be combined or voted (majority) for the best one.

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?):

The agendas for each meeting will not be the responsibility of a single person but rather the whole group. Where meeting minutes and recordings are logged, each member will add to this folder what was focused on throughout the meetings, what was completed, and what needs to be focused on during our next meeting.

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?):

Emily will record the meeting minutes under the meeting tab of the shared one-drive folder. Everyone will have access to them.

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** |
| Rashad | 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 |
| Emily | 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 |
| Avery | 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 |
| Annabelle | 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.?):

We will always work towards achieving the highest quality of work as specified by the rubric given to us for each task. We will include everyone in decision making and ensure that everyone is on the same page. Our peer reviews will be honest, but the aim will be for constructive criticism, not attacking and embarrassing others.

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

We will go through the rubric so that we know exactly what is expected of us for each task. Everybody must be present or at least aware that we are making decisions or voting on something so that we can all contribute. We will strive to create a collaborative relationship with each other so that we can always work towards helping each other through peer reviews.

**Team Participation**

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

Through the meetings, the topic of distribution will be decided as a team to ensure each member has a fair amount of work assigned to them. Deciding these roles as a team will help to ensure that any problems that may arrive are communicated clearly, and will help with cooperation

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

To encourage and include each member of the team while discussing ideas, we will focus on respecting one and other, listening intently, and considering each idea from all members deciding as a group whether this idea will be put in place or not. This in turn should encourage brainstorming from the entire team.

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

Strategies will include weekly check-ins during our meetings, and through messenger ensuring all deadlines are met. We will keep an agenda as well for each task that must be completed ahead of time, so each member knows what is expected of them, leaving confusion.

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

Leadership will be shared throughout this project; each is responsible for their assigned work. Everyone is expected to set their own personal deadlines and goals for each deliverable, as well as contribute to the meeting agenda.

**Personal Accountability**

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

It is expected that each group member will attend all the meetings on time and share their progress. When brainstorming it is expected that everyone contributes their ideas openly.

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

It is expected that each group member fulfills their team assignments before the deadlines. The timelines for each will be discussed during team meetings when we break down the tasks and assign them. The deadlines will also be decided based on the individuals' capabilities and how comfortable they are with the deadline. Although we will try to make every deadline sensible so that the project goes smoothly.

1. Expected level of communication with other team members:

All group members must check in on MS Teams and messenger regularly to check for updates from the TA and group members and for questions from other group members on any of their parts.

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

Each team member will vote on the selection of ideas/proposals. Also, the group members will have to acknowledge and accept the tasks assigned to them.

**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:

We will discuss as a group the expectations of each person's task, along with assigned deadlines. If a member is failing to achieve their work goals, we will ask them if they require any assistance in the work they were assigned. If they refuse help and continue to put off doing their task, we will have a meeting to ask them to explain what is going on, and if they think the work is unfair. If any assistance can be provided, we as a group will step up and help.

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

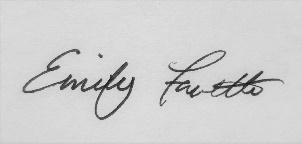
If they continue to not do their work, the TA and/or professor will be contacted to discuss their actions.

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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.  date 21/01/24



1. date 21/01/24
2.  date 21/01/24

1.  date 21/01/24

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