

## 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.

What we wrote is in **BOLD**

# TEAM CONTRACT

GNG1103, Section # C

Team # 1

## Team Members:

- 1) Carter Yue
- 2) Sam Meyer
- 3) John Riccio
- 4) Ryan Athauda

## Team Procedures

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

**Tuesdays for project discussion and handing out work for the week, Friday's to see how everyone is doing and helping anyone who feels overwhelmed, an hour or two on each of those days.**

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:

**We will make a snapchat group chat for informal discussion and we'll use teams for important dates and stuff.**

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

**Majority vote.**

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?):

**Carter will be responsible for keeping people on task, we will collectively decide what needs to be discussed through both snapchat and teams. (Subject to change)**

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?):

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.

**Sam will maintain notes of each meeting. Record the length of time each meeting takes, allowing the group to know approximately how much time we'll need to dedicate. Sam will keep agendas and minutes with him.**

## **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.):

**Individual works will be assigned to whoever wants them first, then distributed evenly based on who has time, skill sets, etc.**

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

**Discussion weekly and holding members of the group accountable.**

### **Team Participation**

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

**Weekly discussion and checking in to make sure everyone is cool with the work, we'll deal with the problems as they come.**

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

**The group as a whole will decide on which ideas are used. If necessary this will include a majority vote.**

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

**Dedicating a few hours weekly to undistracted work time with the whole group.**

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

**Shared evenly across the group.**

**Personal Accountability**

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

**Meeting attendance is mandatory and actively cooperating and participating in equal workload.**

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

**Assigned work is expected to meet the assigned deadlines by the group with a little leeway.**

3. Expected level of communication with other team members:

**Everyone communicates with everyone.**

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

**As much as they can possibly provide at moment to moment.**

**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:

**The infractions would be handled by checking up weekly on the person's progress and if work is not adequate, we collectively finish whatever is not done.**

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

**Different work will be assigned, discussions will be had and we'll figure out.**

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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) Carter Hill date 17/10/2023

2) John Riccio date 17/10/2023

3) Don Meja date 17/10/2023

4) Ry date 17/10/2023

\* 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)