**Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures

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, and (d) specify the exact time and exact place for completion or submission of each task. 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 Blackboard.

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 # D Team #14 Team Members:**

1) Mashal Joyaa 300082650

2) Cristie Kwan 300186315

3) Fatmah Bayrli 300159193

4) Bill Wu ID: 300170086

5) Michael Hetu 300209299

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| **Team Procedures** |

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

The regular meeting will occur: Sundays @ 2pm-3pm

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard 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 be talking to each other via Instagram group chat (that we’ve already created), also the meetings will be conducted on Discord, and Discord will be our main platform of communication and collaboration.

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

Majority vote is a standard, and allows everyone to feel equally represented and comfortable with decisions.

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?):

Mashal will set the agenda, via Wrike for the term project. Members will be notified live as agendas will be developed during weekly meetings, however if any changes need to be made, the group will be contact either via Instagram or Discord to address any changes. Progress will be updated as often as possible during the week, so that the team will be kept on track during meetings with knowledge on where the team is.

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?):

The system regarding minutes in the meeting will be designated by “meeting minutes” where we start off the meetings by stating everyones. One group file will be created on Google docs, and each meeting will have its own file classified by date of meeting, and length. Inside the document, a record of the “meeting minutes” will be kept for reference.

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| **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.?):

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

* Regarding all submissions, every group member (unless there's extenuating circumstances) must proofread and provide edits where available
* Regarding any and all presentations, the presentation must be practiced and worked through alongside ALL members of the team
* The group agrees and wants to each do the best that they can

**Team Participation**

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

This entire project is a group collaboration, and we have all acknowledged our success relies on one another. Therefore, to ensure cooperation and equal distribution of tasks, we should come to meetings with information regarding personal schedules, if possible.

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

When it comes to developing and presenting ideas, with the decision-making model of “majority votes” in mind, all ideas will be considered and acknowledged, and discussed in length, to provide every member the opportunity to feel included, and respected with their ideas. When it comes to brainstorming and developing ideas, each group member is responsible for the creation and presentation of at least 1 (one) idea to the topic.

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

Keep healthy communication with one another, and ensure that everyone knows what they have to do, and how they are going to do it. Keep deadlines and minute restrictions in mind. Using David Knox’s covid minutes lecture idea, we will implement a 5-minute break during every 30 minutes of work, regardless of the environment.

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

A shared, and informal leadership environment is naturally present, and accepted by all team members.

**Personal Accountability**

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

Individually, unless there are extenuating circumstances, team member attendance is necessary at all team meetings, and to be on time, is to be successful. Make sure to participate with the intention to improve and assist the development of the project for the team.

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

Timelines and deadlines will be created with circumstances in mind, so regarding fulfilling them, it is imperative to do so.

3. Expected level of communication with other team members:

As frequent as possible.

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

There is a personal responsibility for all tasks, deadlines, submissions, and collaborations expected, to fulfill them to the best of your ability and punctually.

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| **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:

During the next meeting after the hypothetical infraction was committed, the team will discuss any and all necessary topics to the infraction.

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

If the team is unable to resolve, and prevent further infractions from occurring, the team members, after acknowledging that they are not capable of affecting the sitaution, will contact the PM/TA regarding 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) Mashal Joyaa, January 20th 2021

2) Cristie Kwan, January 20, 2021

3) Fatmah Bayrli, January 20th , 2021

4)Bill Wu, January 20th, 2021

5) Michael Hetu, January 20th, 2021