TEAM CONTRACT

GNG1103, Section # _ A02 _   **Team # _ 7 _**

Team Members:

1) Liam Cull

2) Luvraj Budree

3) Maximilien Salter

4) Paul Finucan

5) Angelique Singh

6) Owen Jackson

Team Procedures

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

   - We will keep in touch and meet in the STEM building every Sunday around noon to go over any questions or concerns, as well as to share updates on our respective parts of the project.

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, announcements, updates, reminders, and problems:

   - Everyone has been added to an Instagram group chat and we each have eachother's school and personal emails for further questions.

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

   - Decision making will be made by democratic vote. However, as an even-numbered group, we may reach a stalemate. In that case, we will break down each idea into its component parts and reach a compromise, where the individual parts of each idea will be voted on to reach a final verdict that uses the best parts of both ideas.

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?):

   - The agenda will be set by the group as a whole, in our group chat, so that everyone can bring up points they would like to discuss. The agenda will cover as many topics as are requested by the group members, and this list will be noted down by Max before the meeting, in order to ensure all topics requested are covered and all questions are answered during the meeting.

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 agenda will be summarized in a shared Google document, and the points will be associated with the name of the person who requested it. The answer, explanation or talking points of each request will be noted down by the person whose name is with the talking point. The details can be expanded on and explained further by others, but the main points of a requested topic will be noted by the requester of said topic.

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 (Symbol)	Responsibilities
Environmental and Sustainability Specialist (ESS)	Consider environmental impacts of project, determine ways to incorporate green space into the building, explore eco-friendly operating procedures for the building, find low-impact building materials and construction processes
Exterior Designer (ED)	Design different options for a building that meets client's size, material and functional criteria, determine the feasibility of client's criteria, design tentative floor plan (to be discussed with ID)

Interior Designer (ID)	Determine accessibility requirements and design solutions, plan layout of permanent furnishings (lab equipment, lab benches, etc.), refine floor plan with ED, design interior space that reflects' clients aesthetic wishes
Electrical/Mechanical Engineer (EME)	Design HVAC systems for the building, explore sustainable power generation and consumption options, determine electrical power requirements, determine client's needs for permanent electronic devices (electronic tools, sensors, servers, cameras, etc.)
Project Manager (PM)	Plan, organize and keep track of task deadlines, task progress and objectives, ensure all members are working within their timeframe and nobody is overburdened, coordinate team and client meetings
Structural Engineer (SE)	Determine feasibility of ED and ID's designs, research materials to be used in the building, design structural needs of building as a whole, as well as for specialized rooms (labs, test rooms, walk-in freezers, etc)

Name:	Liam	Luvraj	Max	Paul	Angelique	Owen
Week 1	ED	ID	EME	ESS	PM	SE
Week 2	ID	EME	ESS	PM	SE	ED
Week 3	EME	ESS	PM	SE	ED	ID
Week 4	ESS	PM	SE	ED	ID	EME
Week 5	PM	SE	ED	ID	EME	ESS
Week 6	SE	ED	ID	EME	ESS	PM
Week 7	ED	ID	EME	ESS	PM	SE
Week 8	ID	EME	ESS	PM	SE	ED
Week 9	EME	ESS	PM	SE	ED	ID
Week 10	ESS	PM	SE	ED	ID	EME
Week 11	PM	SE	ED	ID	EME	ESS
Week 12	SE	ED	ID	EME	ESS	PM

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.?):

   - In order to achieve team success and responsibility, we require high-quality work from all members of our team. This includes clear presentations, collaborative writing with effective communication, in-depth research, multiple drafts with proofreading, constructive peer reviews, alignment with project goals, on-time submissions, open communication, and prompt issue resolution.

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

   - We will prioritize clear communication, fulfill deadlines, conduct exhaustive research, diligently peer-edit, maintain presentation consistency, welcome feedback for improvement, align tasks with project goals, communicate openly, assign roles for accountability, and track our progress in order to meet our work quality and project standards.

Team Participation

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

   - All tasks will be discussed by the group, to have its complexity and difficulty determined, then each member of the group will be assigned a different amount of tasks, distributed so that a person with a easy tasks will have many of them and a person with a difficult task may only have one or two, in order to ensure that the difficulty of the workload is distributed as evenly as possible

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

   - Everyone will be asked about their opinion on each matter and votes for ideas will be held regularly, in order to ensure a proper democracy.

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

   - We'll rely on work lists, specific deadlines, frequent progress updates, and accountability partners to maintain concentration and productivity. We may manage activities effectively by prioritizing, delegating, and reducing distractions.

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

   - Different team members prefer different leadership styles: some prefer casual, others formal, individual or shared. Effective leadership and cooperation are enhanced by adaptability, using a combination of these techniques as necessary.

Personal Accountability

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

   - Individual presence, promptness, and active involvement are required at all team meetings. Every team member is accountable for showing up to all planned team meetings on time, being present, and participating fully in conversations.

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

   - Each team member is tasked with taking full responsibility for completing their own team duties and sticking to deadlines.

3. Expected level of communication with other team members:

   - To guarantee a smooth workflow and promote cooperation, team members are encouraged to keep in regular and effective contact with one another.

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

   - All team members are required to actively participate in team decisions and tasks, demonstrating a high level of dedication to the achievement of the group's goals and objectives.

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:

   - For any infraction due to other classwork, no penalty will be given, but the task will be expected to be completed by the same person as soon as humanly possible. For an infraction due to an irresponsible reason (decided to leave a task until the last day and then couldn't complete it, etc.), the person in question will have a larger workload the following week and will have to bring all other members donuts in order to make up for it.

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

   - If a person consistently causes problems, depending on the severity of the infractions they have caused, they will face some sort of penalty, from being assigned to menial tasks that nobody likes doing (for instance, reviewing notes to ensure there are no inconsistencies), to having their access to the project revoked and having their name removed from the final product.

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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) Liam Cull   Date: Sept. 22, 2023

2) Luvraj Budree   Date: Sept. 22, 2023

3) Maximilien Salter   Date: Sept. 22, 2023

4) Paul Finucan   Date: Sept. 22, 2023

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