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 a 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.

<div align="center">**TEAM CONTRACT**</div>

GNG1103, Section # B04   **Team # 17**

Team Members:

1) Mehdi Boudjemline

2) Chayton Munro

3) George Omoregie

4) Andrew Stepanenko

5) Evan Trainor

Team Procedures

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

 Wednesdays 1:00 P.M. – 2:00 P.M. in a study room on the fifth floor of Colonel By.

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:

 Instagram group chat to discuss plans/meetings, e-mail to share documents and files to one another.

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?):

Agendas will be set up minimum two days prior to actual meeting and will be notified through the Instagram group chat using the "notify everyone" feature. George will be responsible for

managing the team and Mehdi will be setting the agenda this week, although roles may be rotated according to the rotation matrix. Team members will be reminded that their grade heavily depends on the amount of work they put in. For this reason, we will implement a phone ban. All phones should be in the backpack while we discuss.

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?):

    Evan will be in charge of assigning different stages of the meeting (e.g. planning, discussions, debriefing labs) a specific amount of time in order to maximize productivity. Organizing and sharing the agenda for these meetings can be done through sending a mass email where all members will be able to refer back to the plan.

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.

Each week the leader of the deliverable will switch, so each week there will be a new group leader to assign tasks and make sure the meeting goes as planned and all that is needed to discuss gets talked about.

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.?):
Meet clients expectations and take in consideration of all the constraints, we're all trying to become engineers so project quality will be to the best of our ability and if we need help our team members will be there to assist.

2. **Strategies** to fulfill these standards:
Take in the constraints and expectations of the clients as well as not speeding through deliverables and needed work for the deliverables and if helpl is required our teammates will be there to lend it.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
Analyze the deliverable at hand and the deliverable leader of that week will distribute the tasks and if some tasks are bigger than others then some group members will get multiple tasks nut smaller ones.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
More the merrier, allow all ideas at the start no matter how wild and then slim the ideas down to more realistic ideas and then come up with plans for those ideas. Ask team members who haven't been participating that they need to give minimum of one idea.

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

We all want the same end goal. So staying on task and completing the tasks at hand during the meetings is key as we all have more classes and things that need to be done.

4. Preferences for leadership (informal, formal, individual, shared):
Each deliverable will have a new leader that makes sure the deliverable is up to work quality

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Be there and if you can't give as much notice as possible

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Make sure to do your work and on time if not TA's will be contacted if it is terrible.

3. Expected level of communication with other team members:
If you have problems let the team know or any changes that are being made.

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

100%

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:
3 strikes and after that the TA/PM will be contacted.

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

The team member will be shown to the TA/Pm and they will deal with them accordingly.

****

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) *Is as stated in this contract.*

1) Chayton Munro date: September 21, 2023

2) Mehdi Boudjemline date: September 21, 2023

3) George Omoregie September 21,2023.

4) Evan Trainor September 21, 2023

5) Andrew Stepanenko September 21, 2023

6) _____date_____

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