

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.

TEAM CONTRACT

GNG1103, Section # A

Team #A01-3

Team Members:

- 1) Cheri Reteracion
- 2) Ryan Langley
- 3) Jack Lloyd
- 4) Brynn Dowson
- 5) Gerika Gauthier
- 6) Abdul Butt

Team Procedures

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

Online meetings through Microsoft Teams. For now, meetings will take place on Fridays at 4:00 PM. As we progress, team members may discover different commitments. These team meetings are therefore flexible.

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:

Microsoft Teams and e-mails for regular meetings, but face-to-face during important meetings

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

Decision-making will be by consensus.

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?):

Agenda for the following week will be decided by consensus. Members will be notified of team meetings through Microsoft Teams and Microsoft Calendar. The project manager will be responsible in ensuring that the team meetings go smoothly and follow the agenda.

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 project manager is responsible for recording and disseminating minutes. This will be done within 24 hours of the meeting. Agendas and minutes will be kept in a OneDrive folder shared to everyone on the team.

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.

Member Role Rotation Matrix in a Project Team of 6 members														
Name	Role	Responsibilities	Semester Week											
			W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12
Abdul (A)	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Ryan (R)	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Cheri (C)	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Gerika (G)	Reporter & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Jack (J)	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

Brynn (B)	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
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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.):
 Each member will produce the highest quality work possible within given deadlines and constraints.

2. **Strategies** to fulfill these standards:
 Have a clear set of tasks for each week and each month separated between the team members.
 Communicate with each other efficiently and effectively on a regular basis.
 Update the Wrike as often as possible, ideally every week.
 Have members review each output done by each team member during meetings.
 Prepare the agenda ahead of time.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 Ensure that the topic of distribution of tasks and cooperation is included in each team meeting.
 The group will decide on how to split the work. Check-ins with each “sub-group” will be done after this division to make sure that they have a fair amount of work.
 Communication during the entire project will be key in ensuring that any problems are resolved.
 This will also help with overall cooperation.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
 Be transparent about our goals.
 Ask each other what we want to learn.
 Give feedback.
 Respect each other and do not put each other down, especially in front of others.
 Encourage brainstorming.
 Listen, and decide as a group whether an idea is to be put in place or not.

3. Strategies for keeping on task (task maintenance):
 Do weekly check-ins to evaluate the progress and ensure the deadlines will be met.
 Limit chatter during meetings.
 Prepare agenda ahead of time.

4. Preferences for leadership (informal, formal, individual, shared):
Shared leadership, but the project manager is responsible for upkeep of the week.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Each member is expected to attend and be on time for all team meetings unless they give prior notice of an existing conflict.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Each member is expected to fulfill all their duties by the agreed upon time.
If a member cannot fulfill their assignment on time, they must communicate with the others as early as possible.
3. Expected level of communication with other team members:
Each member should communicate effectively about their progress, both online and during meetings. This will allow for others to help when needed.
4. Expected level of commitment to team decisions and tasks:
Each member should be committed to the decisions of the team and fulfil their tasks to the best of their ability. Since decisions will be made by consensus, no member should feel as they were not included in the decision and therefore should not commit.
Be mindful of your schedule and do not commit tasks that you know you do not have time for.

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:
Before anything else, we would remind the team member of the importance of the group project. We would address the infraction during the team meeting or during the lab. We will give honest feedback and constructive criticism to ensure that the infraction is not repeated.
2. Describe what your team will do **if the infractions continue**:
We will collectively decide whether that member can continue their assigned work, and if the TA needs to be contacted.

 - 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) Cher A. Fini date September 22, 2023

2) R. Langley date September 22, 2023

3) [Signature] date September 22, 2023

4) [Signature] date September 22, 2023

5) AB date September 22, 2023

6) Brynn Dowson date September 22, 2023

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