# TEAM CONTRACT

**GNG1103, Section A Team # 11**

**Team Members:**

1. Adam Norris

1. Benjamin Smith

1. Liam Thibaudeau

1. Aditya Vashishth

1. Dani Liu Wu
2. Tyler Powell

# Team Procedures

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

 Two meetings a week – members are expected to attend at least one. This is due to scheduling inconveniences.

Meetings will take place in the upper floors of the Learning Crossroads building (exact location TBD w/ availabilities and preferences)

Meeting 1: Immediately before the Friday class, 12:10 to 12:50.

Meeting 2: Immediately after the Friday class, 2:20 to 3:00.

1. 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:

Discord Group, Instagram Group Chat, and In-Person Meetings are the preferred means of communication. All members will be expected to respond to messages on the former two within 24hrs.

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

 Majority votes will be used to make decisions, with fixed expiration periods: anyone who does not vote within the fixed duration (default 24hrs) will not be counted in the total vote pool.

1. 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?):

Adam will be in charge of keeping track of meetings, and managing them. Adam should attend all meetings, but whenever that is not possible, a temporary substitute will be chosen amongst the group members to run the meeting.

1. 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?):

Benjamin will be responsible for keeping track of minutes and important notes during meetings, unless he is not present in which case this responsibility falls upon Adam or any other willing member.

These notes will be distributed though the Discord group chat.

1. 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 Rotation Matrix in the Project Team**

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| --- |
| **Member Role Rotation Matrix in a Project Team of 6 members** |
|  | Semester Week |
| **Name** | **Role** | **Responsibilities** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W 10** | **W11** | **W12** |
| Adam | Designer (D) | Define visual aspects, interface, appearance, and usability criteria of the product. | P | P | D | D | R | E | E | E | D | Q | Q | R |
| Benjamin | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | D | D | Q | Q | Q | P | P | P | R | R | E | E |
| Liam | Project Manager (P) | Plan, organize, communicate, and track project tasks, deadlines, and milestones. | R | R | R | E | E | E | Q | P | P | Q | D | D |
| Dani | Report writer & Marketer (R) | Write project deliverables, identify clients/users, promote, and sell ideas and product. | D | D | D | P | P | R | R | E | E | E | Q | Q |
| Aditya | Quality Controller (Q) | Proofread project deliverables, identify/define quality standards, check prototype and test quality. | Q | E | E | Q | D | D | Q | R | Q | D | P | P |
| Tyler | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | E | E | D | D | D | R | R | P | P | Q | Q |

# 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.?):

 All progress is expected to undergo minor peer review in the form of presentation during weekly meetings. Peer reviewers may be assigned to larger tasks (as explained below), however members are expected to complete their tasks to a sufficient standard *before* the peer review period.

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

Bigger tasks and assignments that are assigned to 1 or 2 people should also have an assigned proofreader, who will look over the work and ensure it is of sufficient quality. The group can provide feedback on smaller progress during weekly meetings. Furthermore, overall progress reports will be compiled during these meetings, to keep all members informed of the current status of the whole project.

## Team Participation

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

 Tasks will be assigned during weekly meetings based on what matters are urgent, individual skillsets, and personal availabilities during the week (e.x. less work for members who have exams during the week). The goal is not ‘equal’ distribution, but rather fair distribution.

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

 Members are encouraged to present their ideas, suggestions and feedback on all matters brought up during weekly meetings. If they feel their ideas or suggestions are underrepresented, attending both weekly meetings is a simple way to double their influence over the project. If this is insufficient, they may voice their concerns either publicly to the group or to Adam, such that this issue can be resolved before it becomes a larger problem.

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

 Staying on task is, ultimately, an individual responsibility of each member. For larger tasks, multiple assignees can be used to help each other stay on track. Every week, members are expected to report their progress during the weekly meetings, and failure to do so consistently will count as an infraction for the member.

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

 Decisions will generally be held to a vote as mentioned above, with a fixed voting period (default 24hrs) during which a majority-based vote will be held (only including those who vote). For emergency decisions, Adam will act as the informal leader, having written the contract and having all team members’ contact information, but this privilege should be reserved for when a vote is impractical or members cannot be contacted for their opinion.

## Personal Accountability

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

 All members are expected to attend at least 1 of the two weekly meetings. They are not expected to attend both (as the intention behind the 2 meetings is to accommodate schedule issues), but this could be useful to the group overall. Members should arrive before the start of the meeting, so that it may begin on time, and should be willing to share their weekly progress on their assigned tasks, projects, or other responsibilities.

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

 All members are expected to fulfill their assigned tasks by their deadlines – however, since we are all human, and mistakes can occur, all members are also expected to be understanding of when a group member needs more time for a task, cannot accept a task for this week, or needs someone to help them finish their work. Cooperation and a healthy team dynamic are more important than individual deadlines.

1. Expected level of communication with other team members:

All team members should respond to messages on the Discord group chat ideally within 24hrs, and most certainly within 48hrs. Exceptions can be made with advance warning of an extended period of being uncontactable. Team members should voice issues and complains regarding the group or their work either to the group on Discord or privately to Adam, such that these matters can be resolved before they become larger problems.

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

 All team members are expected to commit to team decisions even if they voted against them – we need to keep working as a team no matter what, and if people disagree on matters, this cannot hamper overall progress. Regarding individual tasks, these will be assigned during weekly meetings, either self-assigned or provided by Adam where necessary.

# 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:

If a team member fails to produce work or feedback in a timely manner, or breaks any other obligations of the team contract, they will be notified by the other members of the group of their lacking activity, and reminded of their obligations.

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

Continued infractions without justification or explanation will likely result in a member’s expulsion from the group, resulting in a grade of 0 for them for this project. Many steps should be taken before this extreme measure, however, to understand the member’s issues and why they are failing to produce a sufficient standard of work.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1. Adam Norris date 24 Sept 2023

1. Liam Thibaudeau date 24 Sept 2023

1. Benjamin Smith date September 24, 2023

1. Dani Liu Wu date 24 September 2023

5) Tyler Powell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date: 2023-09-24\_\_\_\_\_\_\_\_

6) Aditya Narain Vashishth date 24 Sept 20233

\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team**\_**Contract**.doc