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.

TEAM CONTRACT

GNG1103, Section # B03   **Team # 12**

Team Members:

1) Muhammad Siddiqi

2) Samuel Frobel

3) Tofehinti Olofin

4) Tofarati Olofin

5) Nakuje Ojonuma

Team Procedures

1. Day, time, and place for regular **team meetings**:
STEM building Saturdays 12pm-2pm

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:
SMS
Sam: 343-550-8385
Muhammad: 603-566-4689
Tofehinti olofin: 506-269-7031
Tofarati Olofin: 506-269-7041
Ojonuma Nakuje 873-353-8020

3. **Decision-making policy** (by consensus? by majority vote?):
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 will be on Wrike.

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?):
Muhammad Siddiqi (may rotate or change) will record minutes and agendas on shared google docs files.

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 5 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Muhammad	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
Samuel	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

Tofarati	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
Tofehinti	Report writer & 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
Goe	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

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.?):
High quality with everyone knowing their roles and doing their part

2. **Strategies** to fulfill these standards:
Keeping everything organized and having set deadlines available on Wrike

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
Make sure the group comes to a consensus on the content and distributions of tasks.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
When making decisions, go around the team and ask every member their thoughts on the matter. This will lead to deeper discussions and will lead to an understanding.

3. Strategies for keeping on task (task maintenance):
One member checks every two minutes to make sure the group stays on task.

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

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Everyone should attend and if you can't you have to let everyone know via SMS.

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

3. Expected level of communication with other team members:
High expected level of communication with other team members (do what is necessary to achieve a favourable outcome).

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

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:
We help each other out and if someone is very busy we can lighten their load.

2. Describe what your team will do **if the infractions continue**:
$20s to group member who will make up their tasks per week

Wrike Task-Based Plan

Link to project plan:
https://www.wrike.com/workspace.htm?acc=6269567#/folder/1207136813/tableV2?viewId=200421248

****

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) _____Samuel Frobel_____date__09/21/2023__

2) _____Muhammad Siddiqi_____date_09/21/2023_____

3) _____TofehintiOlofin_____date____09/21/2023__

4) _____Tofarati Olofin _____date____09/21/2023_____

5) _____Nakuje Ojonuma_____date_____09/21/2023_____

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