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 # E **Team # 3**

Team Members:

1) Marcel Traore

2) Reina Hawa

3) Mitchell Bromberg

4) Anna Maria Rizk

5) Qassim Al-Faesly

Team Procedures

1. Day, time, and place for regular **team meetings**:
   - **Every week**: Mondays from 2:30pm -3:30 pm, book a room in CRX/MRT

- **Extra meeting times if needed**: Wednesday from 2:30pm – 3:30pm and Friday from 2:30pm – 3:30pm

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:
   - **Face-to-face (Group meetings)** – General preferred method of communication in terms of project planning and advancement.
   - **Microsoft Team** – Primary virtual communication platform for sharing files, project resources, important information, deliverables, and shared documents directly related to the project.
   - **iMessage** – Secondary virtual communication platform for reminders, announcements, questions, meeting arrangements and quick discussion.

3. **Decision-making policy** (by consensus? by majority vote?):
   - **No dictatorship**: Each member of the group is equal in any decision-making process.
   - **Majority vote**: An idea proposed by any group member can be fully accepted into the project by a majority vote.
   - **No rejection policy**: Even if a majority vote does not pass for an idea, the idea can not be completely rejected. If the idea is not accepted entirely, it is the collective responsibility of the group to collaborate and incorporate the idea into the project to some extent, through feedback, and modification.

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?):
   - **Meeting Agenda**: It is the responsibility of Mitchell to set up an agenda for each weekly group meeting, including the outline topics to be discussed and rough time spent on each.
   - **Trello Board**: It is the responsibility of Reina to update the Trello board with important deadlines, meeting dates and maintain organization of deliverables tasks for each week.
   - **Microsoft Teams**: It is the responsibility of Anna to update Microsoft teams for meeting dates, announcements, and general reminders.
   - iMessage will be the main platform of communication for each member to confirm meeting attendance or give advanced notification of absence.
   - **Note**: The outlined roles may be rotated if needed. Any role rotation moving forward or for a specific week is expected to be communicated in advanced to the group members.

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?):
   - **Keeping minutes**: It is the responsibility of Marcel to keep minutes/take notes during each group meeting. Said notes should include a summary of the topics discussed, an update on the current project status, any questions, or areas of concern to be resolved, and goals of

the following week. Following each meeting, the document containing the notes will be posted on Microsoft Teams for team access and future reference.

- **Additional note**: All team members may also take notes and add to the minutes document during or after each meeting, however, are not required to. Accordingly, any important updates made to the weekly minutes document should be promptly communicated to the rest of the group, to ensure each member knows to return and review the document.

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**
Reina	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
Mitchell	Engineer (E)	Define product function, subfunctions, and manufacturing technique, carry out a feasibility study, analyze prototypes, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Marcel	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
Qassim	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

Anna	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.?):
   - **General standards**: It is expected that the project, and all tasks done and submitted in relation, are held to a high standard of quality. The group shared collective objectives of reaching a high level of client satisfaction as well as reaching high achievement in the class, and therefore, it is each members responsibility to work in accordance with these objectives. With acknowledgement to external responsibilities outside of the project, it is expected each member gives their best effort and asks for help from other members when needed.
     - **Presentations**: It is expected that each member produced and
     - **Collaborative writing**:
     - **Individual research**
     - **Preparation of drafts**
     - **Peer reviews:**
   -
   - **Fair standard:** Try your best and ask for help if needed.
   - **Presentation:** Know your lines, prepare in advance (mock presentations as a group)
   - **Participating:** Everyone is encouraged to hold each other accountable
   - **Put in the effort:** We all want a good grade in this class and want to satisfy the client.
   - **Organization:** Trello will be updated regularly, and each person will submit status reports on their current project

2. **Strategies** to fulfill these standards:
   - **Open Communication:** We stressed the importance of communicating and seeking help when needed, asking for feedback, confirming dates and updating each other.
   - **Accountability:** Hold yourself accountable for what you said you were going to do, and hold your group accountable for what they need to do
   - **Plan:** We will make sure that during the midterm season that there is not much to do, therefore we will plan to finish stuff before and after midterms so that group members are not stressed and drowned in work.

- **Be organized:** We are using MS Team, Trello and iMessage to ensure that we are organized and understand what is done/needs to be done. The schedule will be updated regularly, and team members will be notified of changes.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   - Keeping up role matrix
   - Individual reports during meeting
   - Communication if there are concern

2. Strategies for encouraging/including ideas from all team members (team maintenance):
   - Be respectful and open to ideas
   - Propsal segetn in meeting, opportunities to bring up no ideas
   - Encourage modification, over not doing

3. Strategies for keeping on task (task maintenance):
   - Use Trello,
   - update communications app
   - Minutes during meetings
   - Keeping up with deadlines
   - Outline goals at the end of each meeting
   - try to submit stuff a day before the deadline

4. Preferences for leadership (informal, formal, individual, shared):
   - informal
   - no leader

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
   - Expectation to attend unless you let them know
   -

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   - Do stuff on time

- Deadlines a 24hr in advanced for
- Do it well

3. Expected level of communication with other team members:
   - Active communication during the week
   - Meetings once or twice a week along with informal forms of communication as needed

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

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:
   - Won't get credit for deliverable (name not included)
   -

2. Describe what your team will do **if the infractions continue**:
   - dip off face of earth, bring it up with Ta or prof
   -
   -

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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) _Marcel Traore_____date:_January 19, 2024_____

2) Qassim date: January 19, 2024

3) __AnnaMaria Rizk _____date____January 19, 2024_

4) _____Mitchell bromberg_____date__January 19 2024_

5) _____date_____

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

Questions for Client Meeting #1
(this is gona be deleted before submitting the contract)

1. Could you elaborate on your vision for the VR experience? What specific objectives or messages do you hope to convey through this project?

2. What level of involvement do you envision in the creation of content and the narrative for the VR simulation? Are there specific themes or storylines you would like to emphasize?

3. What level of detail would you like in the narrative storyboarding and scripting? Are there key messages or scenarios you want to ensure are explicitly conveyed through the VR experience?

4. Do you have any specific preferences regarding the technology stack or development tools to be used in creating the VR environment? Are there particular features or functionalities you would like us to prioritize?

5. When it comes to representing the city and scenarios within the VR, do you prefer a more realistic depiction or are you open to a more abstract or stylized approach? How much creative freedom would you like us to have in the design?

6. What is the desired balance between realism and symbolism in the VR experience? Are there symbolic elements or metaphors you would like to incorporate alongside realistic depictions?

7. In terms of user guidance, do you prefer a more guided experience with clear instructions, or do you see value in allowing users to explore and discover elements on their own?