

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 # F03

Team # 14

Team Members:

- 1) Jake Beattie
- 2) Luka Braculj
- 3) George Lau
- 4) Steven Lin
- 5) Jorge Preciado

Team Procedures

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

Fridays 6pm online. Teams

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:

We will be using Instagram chat to communicate and discuss the different tasks we will be doing. We will also be attentive to all the pending tasks published in Trello, and we will be updating the tasks between deliveries.

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

We will adhere to the vote. To assign the tasks that each one will do, we will discuss the activity and denote everything that has to be done, the members will choose which task each one wants to do and if one does not agree, that task will be negotiated democratically.

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?):

We will use Trello to keep track of items on 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?):

Minutes and agendas will be kept on Trello. Every member will help produce the minutes and agendas.

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 member’s role will be rotated in the following order: Designer -> Engineer -> Project Manager -> Report writer & Marketer -> Quality Controller -> Designer.

The tasks that will need to be completed for the rolls each week will be specified in the weekly team meeting and kept tracked of on Trello.

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 team member is to complete their designed tasks of the week to a reasonable standard given the time frame.

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

Weekly meetings to clarify roles that each team member is to fulfill as well as tasks they have completed in the week, are still working on, and tasks that have not been started. Team members will provide updates of any unexpected circumstances which may lead to a setback in completing their tasks.

Team Participation

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

- Have frequent discussions; via teams or instagram.
- Establish team roles.
- Address conflicts assertively and open minded.
- Treat each other with respect and listen everyone's opinion

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

Team members are encouraged by good grades, not failing, and developing skills that can be later on used in their careers.

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

Team members are encouraged by good grades, not failing, and developing skills that can be later on used in their careers.

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

Informal and shared

Personal Accountability

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

Every member should be attentive to the chat and upcoming tasks, should attend to group meetings (preferably attend most labs and lectures to facilitate physical communication) and work equitably.

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

The work assigned to each person must be done by at least 12 hours before the due date. If the work is interdependent on the work of others, the time we will have to deliver the whole job will be divided between the tasks and the members must complete their tasks before their designated time so that we can all review it.

3. Expected level of communication with other team members:

Team members are encouraged to share their thoughts on role assignments, task progress, and any difficulties they have encountered when working on their tasks. Team members are free to share thoughts and feedback on how a specific task or idea can be done better.

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

Team members should be able to complete their designated tasks before the next role rotation.

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:

The team will come together to try to resolve the problem. Any necessary discussions will be held over Instagram or the team meeting.

Tasks that are not completed will be broken down into further subsections and handed off to the next person who will inherit their role.

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

If a problem cannot be resolved internally, the team will bring the problem up with the team and/or project supervisors.

- 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) _____ Jorge I. Preciado _____ date 01/21/2024 _____
- 2) _____ Jake Beattie _____ date 01/21/2024 _____
- 3) _____ Steven Lin _____ date 01/21/2024 _____
- 4) _____ George Lau _____ date 01/21/2024 _____
- 5) _____ Luka Braculj _____ date 01/21/2024 _____

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