

### **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 # A03

Team # 12

### Team Members:

- 1) Esmée Bennison
- 2) Alec Galama
- 3) Ryan Kwiatkowski
- 4) Nico Lamberti
- 5) Sam Vandesande
- 6) Anna Williams

### Team Procedures

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

Regular team meetings: Monday 2:30 - 4 PM

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:

Instagram Groupchat

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

Majority vote  $\Rightarrow$  with opportunities to compromise where possible

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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 Agendas will be set by Esmée Bennison. At the end of each meeting she will go over the agenda (what was/wasn't accomplished) and she will share next week's agenda. At the beginning of each meeting she will go over the agenda to refresh everyone. A copy of the agenda will be sent out the weekend before.

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?):

Anna Williams will be record keeping. She will work with the agenda to determine how much time each task should take. She will also work with Esmée to determine if next week's agenda feels reasonable given the minutes of the previous week. Both the agenda & minutes will be kept on a shared 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.

\*\* Subject to change \*\*

everyone will have access to it.

Week:	3	4	5	6	7	8	9	10	11	12
Esmée -	R	Q	P	D	R	Q	R	P	E	R
Alec -	Q	D	R	P	E	R	Q	D	R	Q
Ryan -	P	R	E	Q	R	D	P	R	D	E
Nico -	D	E	R	P	Q	R	D	E	P	R
Sam -	E	R	Q	R	P	E	R	Q	R	D
Anna -	R	P	D	R	D	P	E	R	Q	P

Roles:

- ⇒ Designer (D)
- ⇒ Engineer (E)
- ⇒ Project Manager (P)
- ⇒ Report writer & Marketer (R)
- ⇒ Quality Controller (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.):

- everyone must present equal parts / must be prepared for their parts
- everyone is expected to dedicate their own time outside the meetings to work individually
- Provide reliable/credible/thorough research

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

- everything should be peer reviewed as much as possible
- Set clear expectations/plan for each task so no one is blindsided
- consult with the agenda → ask for help when needed, we are a Team!!

### Team Participation

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

- tasks will not be delegated by one person, they will be assigned as a team so everyone has a say.
- Max. two tasks/person per week or else it is too much.

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

- open discussions (as many ideas as possible), meetings should not just be about touching base, there should be facilitated discussions
- Look for input wherever possible. Don't submit something without getting the team to look at it first. Consult with team before any major decisions

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

- frequent check-ins (online), updates on the tasks
- write!! So everyone can view each other's progress
- Agenda

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

Informal/Shared. It has become clear that everyone has their own strengths (ie Ryan very good with Solidworks, Anna very good at drawing). We believe that the leadership role will fluctuate based on the tasks at hand.

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

Everyone is expected to attend the weekly meetings on time!! Participation is appreciated as this is a group project however we understand that there may be topics that you don't know a lot about.

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

Timelines and deadlines must be met. If you feel as if you cannot complete a task on time then ask for help before the deadline has come. You are responsible for ensuring that your task is complete however you are more than welcome to collaborate with others on the team. No idea is a bad idea though

3. Expected level of communication with other team members:

- share all progress with team (no surprises)
- Ask for help when needed
- Peer reviews, share productive ideas

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

- Everyone in agreement on decisions
- Everyone contributes when delegating tasks.
- Try to prioritize this group project as much as possible

**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 you don't attend a meeting without 24h notice ⇒ buy Tim's for everyone next time.
- if you miss a deadline ⇒ they must email the TA and take accountability.

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

- if infractions happen more than once then consult Moolim Majeed and the TA.

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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.

- |                            | DATE / MO / YEAR       |
|----------------------------|------------------------|
| 1) <u>Yasir Bawica</u>     | date <u>9/21/2023</u>  |
| 2) <u>Anna Williams</u>    | date <u>9/21/2023</u>  |
| 3) <u>Sam Vandesande</u>   | date <u>9/21/2023</u>  |
| 4) <u>RYAN KWIATKOWSKI</u> | date <u>09/21/2023</u> |
| 5) <u>Nico Lambert</u>     | date <u>09/21/2023</u> |
| 6) <u>Alee' Jelena</u>     | <u>09/21/2023</u>      |