# 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, E02 Team # 8**

**Team Members:**

1. Jung, Eunhyo

1. Lai, George

1. Senhadji, Ines

1. Vasudeva, Uday Om

1. Thomas, Ronan William

# Team Procedures

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

Thursday, 10:00 – 11:00AM, CRX First floor lobby

Saturday 12:00 – 1:00PM, online MS Teams meeting

(Once a week, decided by MS Teams)

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:

MS Teams.

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

Consensus.

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?):

Everyone checks up on Trello, communicate at a minimum of every 2 days on your progress on MS Teams.

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?):

Records and notes of team meetings will be on a shared document in teams. The person responsible for taking notes will be decided at the start of each meeting to keep roles flexible.

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.

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| **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** |
| E.J. | 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 |
| G.L. | 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 |
| I.S. | 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 |
| U.V. | 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 |
| R.T. | 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.?):

* Check over your work, read over criteria and rubric.
* Finish your work/Make sure it works by the deadline.

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

* Keep up with the Trello deadlines, if you cannot finish it in time due to personal reasons, let the team know.

## Team Participation

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

* Meeting every 2-3 days in MS Teams giving updates and team-criticizing, discussing what each person’s roles and responsibilities are and distribute tasks.

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

* Metting every 2-3 days on MS Teams.

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

* Discussions during MS Teams, seeing each other’s progress and making sure everyone is on deadline.

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

* The responsibilities are shared, as most decisions will be taken as a group. However, the Project Manager will still have the responsibility of guiding the project.

## Personal Accountability

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

* Attend every meeting, do not be late. If you are going to miss it or be late, let the group know through MS Teams or personal contact (8 hour notice beforehand).

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

* Finish the tasks one day in advance from the deadline on Trello to go over it with the team. Let the team know through MS Teams if you cannot make it or must hand some responsibility to others.

1. Expected level of communication with other team members:

* No ghost, check in on MS Teams every day, attend the meetings.

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

* Offer your insight and opinion during team decisions and be invested in the team. Care about the project.

# 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 cannot finish your task, buy snacks for everyone next meeting.

If the team lets you know you did not communicate with the team of critical information in time, you are expected to improve your frequency/quality of communication.

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

The TA/professor will be contacted to let them know of your lack of contribution. You may get a worse grade than the rest of the team.

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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.*

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* INES SENHADJI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_21/01/2024\_\_\_\_\_\_\_

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