

TEAM CONTRACT GNG1103, Section # C3 Team # C12

Team Members:

1) Cole Schieman

2) Melissa Helm

3) Scott Whittington

4) _____

5) _____

Team Procedures

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

Placeholder: Wednesday at 4 p.m., on Discord.

Should a second meeting be required for peer review or assistance, Saturday at 4 p.m. has also been scheduled on Discord.

2. Preferred method of communication (e.g. e-mail, cell phone, Facebook, Blackboard 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:

Discord and brightspace discussion board are the preferred methods of communication.

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

Decisions will be made by a majority vote.

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?):

Cole will make note of things to discuss as they are brought to attention. A message will go out through Discord to remind everyone about the meetings. If the minutes become irrelevant, the meeting will be brought back on track by Cole

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?):

Melissa will take the minutes and share them via google docs. Minutes will be taken in categories according to the subjects mentioned in the discord earlier in the week. The document containing the minutes will have headings, making information easier to access.

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.):

Pride in the work will hold the standard high - that, or a valid effort. As well, collaboration and offering suggestions when asked would aid members in producing their best work.

2. Strategies to fulfill these standards:

Team members are expected to complete each task to a standard that they feel proud and confident in. Tasks are expected to be finished with reasonable time before the required due date to allow other members to review their work.

Team Participation

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

Use and maintain a flow chart comprising all tasks realized so far; then distribute tasks equally between members based on difficulty and the time required to complete the tasks.

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

Do not conclude a meeting without hearing input from all members. No voice should be silenced.

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

Everyone reports how their tasks are going at the end of each meeting to ensure everyone is following through with expectations and whether they need peer assistance.

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

Organize as an informal and collaborative sense of "leadership," rotating roles as deemed appropriate by tasks.

Personal Accountability

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

Everyone is expected to attend and participate in all meetings. If a team member cannot attend a meeting they will let the group know in advance. If a team member is up to 15 minutes late it will be forgiven.

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

All team members are expected to finish their tasks before the required deadline so other team members can review their work.

3. Expected level of communication with other team members:

Should a team member have any concerns or questions, they should present them in the Discord or at the meetings. When assigned tasks are completed, the group should be informed and the material should be shared. Anything concerning the deliverables or the scheduled meetings should also be shared.

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

Most team decisions should stand without too much dissent, thereby affirming agreement - and thus commitment - by all. Tasks are hopefully assigned to - or selected by - the member with the best capacity to complete them, resulting in the strongest commitment to those 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:

First, determine reasons for infractions. Empathize. Second, comply with remedies for those reasons, if possible.

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

Should the team member not respond to the team's concerns, the TAs will be informed.

- 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) _____ Cole Schieman _____ date 01/18/2021
- 2) _____ Melissa Helm _____ date 01/18/2021
- 3) _____ Scott Whittington _____ date 01/18/2021
- 4) _____ date _____
- 5) _____ date _____