Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures
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, and (d) specify the exact time and exact place for completion or submission of each task. 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 Blackboard.

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 # 3 **Team # ______**

Team Members:

1) John Kenny

2) Victor Cheung

3) Cameron Meyers

4) Shehryar Malik

5) ________________________________

Team Procedures

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

It will of course depend on our schedules but the best time seems to be after 4:00 pm on Mondays. We will meet in the campus library.

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:

We will form a group chat on Facebook Messenger and communicate primarily through that. But we will also exchange phone numbers as an added security.

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

Before any big decision can be made at least 4 out of 5 group members must agree to it.

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?):

John will be the leader of the agenda (anyone else could take on this role later or decide to help). The agenda will be agreed upon by majority vote as mentioned above. John will use the group-chat to inform and remind the group members of the agreed-upon agenda. It will primarily be John’s job to ensure the agenda is followed during meetings but it is partially everyone’s responsibility to keep on task.

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?):

One person in the group will be assigned the job of record-keeper and of disseminating minutes. Agendas and minutes will be posted in the group chat for easy 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.?):

All projects will need to meet the specific requirements set in the rubric. We will reach a level of quality that we are all content with. Our goal will be to communicate our information clearly.

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

The project requirements will be kept in mind during the completion of the project. This will ensure that the project will provide the intended result. The project will be completed much before the due date so that it may be proofread many times before handing it in.

Team Participation

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

The distribution of tasks will be decided upon by the whole group to ensure it is fair. Also, all concerns from group members will be listened to and taken seriously. This will ensure that any mistreatment or unfairness is avoided.

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

During every meeting time will be assigned to give every group member an opportunity to speak up and offer opinions are ideas. Generally our group will have a friendly environment that encourages people their ideas will be listened to.

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

During group meetings no distractions such as videogames will be allowed. I will encourage my group member to use their time wisely. I will set an example by staying focused on my tasks.

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

Leadership will be shared evenly amongst the group.

Personal Accountability

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

   All group members will be expected to arrive on time and be present at all meetings. Every member must try their best to add something at every session.

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

Timelines and distribution of tasks will be decided upon together. All group members will be expected to abide by these agreed upon timelines and deadlines and to finish their share.

3. Expected level of communication with other team members:

During meetings group members are expected to pay attention. Members will also be expected to check the group chat at least a few times a day and to respond if anything being discussed pertains to them.

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

All team members must take the team decisions seriously. It will be made clear what is expected from anyone. Team members must communicate their reasons for not complying with their responsibilities.

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 first step would be to inform any team member who is guilty of an infraction. Communication will be key to ensure that this person realizes their mistake. Hopefully this will be enough for the team member to fix their mistake or to take steps towards improving.

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

If the infractions continue then serious complaints will be issued to our professor or our TAs.

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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) John Kenny date: Jan 20th/2018

2) Victor Cheung date: Jan 20th/2018

3) CM date: Jan 20th/2018

4) Sh date: Jan 20th/2018

5) date: Jan 20th/2018

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