

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 # _____

Team # _____

Team Members:

- 1) His Majesty Arthur Bartholomew
- 2) Luke Colwell
- 3) Alex Cotnam
- 4) Brayden Latimer
- 5) Holden Anderson

Team Procedures

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

Mondays, 2:30 P.M CRX/SITE computer lab

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:

Insta group chat

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

Consensus

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?):

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?):

Shared google doc/notebooks

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.

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.):

Organized, consistent, punctual, cooperative, on the same page, and on task

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

Stay professional, agenda, setting goals, establishing a design plan, and

Team Participation

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

Lighthearted environment, communication, attendance

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

Communing, being open to ideas, and keeping an anonymous page to present

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

Task list, role matrix, deadlines

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

Laissez faire/voting system

Everyone contributes and volunteers for tasks

Personal Accountability

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

Punctuality and attendance, full-filling roles

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

Deadlines, timelines, and assignment should be completed before scheduled before due dates, or at least have enough time to get more help with a task.

3. Expected level of communication with other team members:

Members should be able to pay attention to task at hand, and to the chat messages as they come up.

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

Members should show enough commitment to the tasks given, and be able to get help prior to the deadline

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:

Try to communicate their involvement is important and attempt to get them to participate more.

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

Snitch after the project is over.

- 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) Luke Colwell date 2023-09-22

2) Holden Anderson date 2023-09-22

3) Alex Cotnam date 2023-09-22

4) Brayden Latimer date 2023-09-22
 Brayden Latimer date 2023-09-22

5) Arthur Bartholomew date 2023-09-22

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