

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 # E02

Team # 5

Team Members:

- 1) Kareem Matouk
- 2) Jay Chen
- 3) Rosie Ouellet
- 4) Maxine Wagner
- 5) Rachael Wilson

Team Procedures

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

Tuesdays 7:30 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:

- we will make a Instagram groupchat
- weekly discussion meetings

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

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?):

At the end of each meeting we will briefly discuss in the next meeting what we will work on as well as weekly checking each person's progress, every person has this responsibility to keep each other on track.

- 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?):

Timeline will be planned ahead in the agenda document created. A separate document will be created for minute tracking during the meetings.

- 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.

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
Jay	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

Kareem	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
Rosie	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
Rachael	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
Maxine	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.):

we expect to finish the work with high quality,

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

Make sure everything being presented and submitted is reviewed by another person before the deadline.

Team Participation

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

- Make task distribution clear.
- Set expectations at the meetings, like time windows, quality of work and more.

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

- After each idea is presented allow for others to object or add
- Create a space where everyone is allowed and encouraged to share their thoughts
- Find ways to compromise and include others' contributions.

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

- Use the agenda created for the meetings
- Keep all work in a shared folder, so progress can be observed.

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

Shared

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - everyone participates shares their ideas and communicates what they have achieved
 - everyone is able to take notes and attend these meetings unless they have given notice of unattending
 - Project is divided and discussed every week while keeping up to date on team members status and progress
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - All deadlines must be met we do not want a late penalty
 - if you have trouble reaching a deadline reach out and discuss it with the group so we can assist and reach the timeline
 - Team assignments everyone contributes and shares ideas everyone needs to discuss the progress of the assignment
3. Expected level of communication with other team members:
 - active communication in the group chats
 - Keep other members informed of progress and struggles
4. Expected level of commitment to team decisions and tasks:
 - you are working for 100% so give the effort that gives

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:

As long as it's a one time thing we would be lenient.

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

If infractions were to continue by a single person we would go to the professor.

- 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) **JAY CHEN** date January 17th 2024

2) *Rosie Ouellet* _____ date January 17th 2024 _____

3) *Kareem Matouk* _____ date *January 17th*
2024 _____

4) *Maxine Wagner* date January 17th 2024

5) *Rachael Wilson* Date: January 17th 2024

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