

Team Contract Instructions - 1103

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 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

GNG2101, Section # ____C00____

Team Members:

1) _____Tharaka Abeykoon_____

2) _____Shayan Ahmed_____

3) _____ Felix Li _____

4) _____ Shady Isaiah _____

5) _____ Samuel Davidson _____

Suggested Projects:

1st choice: Opioid Overdose Detector

2nd choice: _____

3rd choice: _____

Team Procedures

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

General Points
Tuesday 2:30pm or 4:00pm @ SITE

2. Preferred method of **communication** (e.g. email, cell phones, 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, announcements, updates, reminders, problems:

General Points
<ul style="list-style-type: none">- Whatsapp Group chat- Facebook Messenger Groupchat- Email, texting

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

General Points	Description
<ul style="list-style-type: none">- Majority votes	<ul style="list-style-type: none">- Decisions towards group progress will be made by majority during group meetings.

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?):

General Points	Description
<ul style="list-style-type: none"> - Sets Agenda: Tharaka - How will they be notified: Whatsapp - Responsible for following agenda: Tharaka - Keep track: Samuel 	<ul style="list-style-type: none"> - Group meetings will be held at least once a week. After each group meeting, the online group schedule on Trello will be updated for completed and incomplete tasks. Incomplete tasks will also be posted on social media applications. During group discussions, all other applications and personal devices unrelated to the project will be prohibited. Everyone attending the meeting will also be required to share their own progress and future tasks that they will complete by the end of the next 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?):

General Points
<ul style="list-style-type: none"> - Important events and discussion topics that need to be addressed will be listed on social media before every group meeting. - The discussion topics will then be sorted and assembled into a schedule of the group meeting. - The transcript of the meeting will be recorded on a google doc which will be updated every week. - The overall agenda will be kept online through Trello and will be frequently updated. Online group discussions will also feature important group deadlines. - Recording / Disseminating Minutes: Felix

Work Quality

Team Expectations

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

General Points
<ul style="list-style-type: none">- 100% effort is obligatory- Stay on schedule, or work ahead.- Equal collaboration- Team presentation should be professional and well rehearsed

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

General Points	Description
<ul style="list-style-type: none">- Check messenger every day for updates- Don't complete tasks last minute.- Ask for assistance when required..- Follow meeting objectives.- Group preparation and rehearsal	<ul style="list-style-type: none">- All group members are required to be well organized and well informed regarding group progress. Updates will be posted on social media through Messenger or Whats App. Productivity is also an important quality that is required from every team member, and team members are obligated to follow the overall project schedule. If a group member requires assistance for a certain task, other group members are encouraged to aid that individual.

Team Participation

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

General Points	Description
<ul style="list-style-type: none">- Respect others and their ideas- Group discussions for idea-sharing and collaborative thinking.- Finish deliverables during weekly meetings- Discuss topics during weekly meetings	<ul style="list-style-type: none">- Group meetings will occur at least once a week and will ensure that all group members have an opportunity to converse with each other about new ideas or progress updates. The environment set during group discussions will also allow open and casual discussion. Task distribution will be determined in the planning phase of the project and will be completed as a group. Group members have the option to request the tasks given to them be changed or extended, but the entire group must agree to this change.

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

General Points	Description
<ul style="list-style-type: none">- Listen to each other- Write ideas down- Expand on others ideas- Group discussions	<ul style="list-style-type: none">- All ideas stated during group discussions will be recorded onto an online document which can be viewed by all group members. Casual and positive environment during group discussions will allow all members to feel comfortable in sharing their ideas. All members are obliged to be respectful, encouraging and attentive to each others comments and suggestions during these group discussions.

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

General Points	Description
<ul style="list-style-type: none">- Keep a calendar- Follow agenda	<ul style="list-style-type: none">- Always check the group schedule for project deadlines and important dates. Personal agendas or calendars are also recommended as a simple method to monitor and organize the workload. Group members are also encouraged to notify and contact each other for questions relating to the project schedule.

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

General Points	Description
<ul style="list-style-type: none">- Informal- Majority votes- Take leadership when needed	<p>-Each individual in the group will be given their own assignments and tasks listed under the project schedule. Group members will be in charge of their individual assignments, while general group meetings will be in the format of informal discussions. However, every group member will have equal responsibility in contributing and being respectful during these meetings. Leadership for assignments that require more than one person to complete will be determined by the individuals that were given the task.</p>

Personal Accountability

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

General Points	Description
<ul style="list-style-type: none">- Participation required from all group members- Be on time- Allowed 2 absences from meetings / meeting dates	<ul style="list-style-type: none">- Team members are expected to attend all labs and weekly group meetings unless they have a valid reason otherwise; in which case two valid absences are permitted. All group members must show responsibility in attending meetings on time and be prepared to share their work and progress schedule for the upcoming week. Active participation is required during group meetings, especially on topics regarding progress planning and project development.

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

General Keypoints	Description
<ul style="list-style-type: none">- 100% meet deadlines- Don't be late to submit group assignments- Tell someone if you can't submit on time	<ul style="list-style-type: none">- Project deadlines will be listed on the overall project schedule, team members should try and meet these deadlines as best as they can. In the case, a group member requires assistance with a given task, other group members are encouraged to provide support in any way they can. If a group member requires more time to finish a task, the entire group should be notified at least 24 hours ahead of the deadline and the project schedule will be

	adjusted to comply with the new deadline.
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3. Expected level of communication with other team members:

General Points	Description
<ul style="list-style-type: none"> - Always communicate - Be clear - Portray what you're doing to others - Keep everyone updated - Present ideas in order of importance. - If you can't get your assigned part done, let someone know at least 24 hours within due date. - Entire group should be aware of every update. 	<ul style="list-style-type: none"> - In addition to the weekly scheduled meetings, group members are encouraged to communicate over social media or in-person regarding updates on the project. Project updates should be clear and include updates on finished tasks and tasks that need/will be completed by the end of next week. Group members are responsible for notifying the rest of the group for absences or deadline extensions at least 24 hours ahead of time.

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

General Points	Description
<ul style="list-style-type: none"> - Everyone should always finish their given assignments - Show up to all client meets and weekly meetings (Mandatory) - 100% effort all the time - Always go above and beyond - If someone is absent, the other team members must finish the work for the other person to the best of their ability - Communicate daily - Update others on their progress 	<ul style="list-style-type: none"> - Every team member is expected to contribute equally to group decisions and group tasks. Therefore, tasks given to a group member are expected to be completed on schedule with maximum effort and be of high quality. Anything less of that standard will be considered unacceptable. If a group member is unavailable for a team decision or cannot complete a given task for a

- Make sure they never miss deadlines	valid reason; it is the responsibility of the other group members to complete the original tasks given to the absent group members.
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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:

General Points	Description
<ul style="list-style-type: none"> - Talk to each other - Make sure it doesn't happen again - Ensure that every group member agrees to an idea before progressing 	<ul style="list-style-type: none"> - Any infractions to any obligations listed above will be handled and discussed as a group. Group discussions will be held in order to deduce methods that can be used to prevent similar events in the future. Group support will also be available to all members and adjustments to the project schedule and assigned tasks can be made. Minor infractions such as being late deadlines by one or two days will be tolerated as long as the entire group is notified ahead of time and the action is not frequently repeated.

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

General Points	Description
<ul style="list-style-type: none">- Bad peer review- Request for removal from group- Discuss reasons for a person's behaviour and look for solutions with individual.- Talk to professor, TA or project manager for solutions	<ul style="list-style-type: none">- If an individual were to continue to frequently have multiple infractions, their peer review will be assessed poorly. A group discussion with that individual will also be held in order to determine the reasoning behind their infractions. In the case that an individual is frequently disrupting group activities or continuously failing to meet deadlines without showing any effort towards their work, (if they are simply 'too lazy' to complete the tasks, then they will no longer be relied on) and a request to remove the individual from the group may be decided upon through a group consensus.

- 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) _____ Tharaka Abeykoon _____ date _____ Jan 16 2020 _____

2) _____ Samuel Davidson _____ date _____ Jan 16 2020 _____

3) _____ Felix Li _____ date _____ Jan 17 2020 _____

4) _____ Shady Isaiah _____ date _____ Jan 18 2020 _____

5) _____ Shayan Ahmed _____ date _____ January 18 2020 _____

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc