# **Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, role rotation system, and conflict management

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 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 # A00 Team # 7 Team Name : AANNG**

**Team Members:**

1) Abby Wilson

2) Neyssa Almazor

3) Aadi Tendulkar

4) Gill Trites

5) Nava Tavasoli

# **Team Procedures**

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

* Every Thursday after 4pm, in-person/online.
* If necessary, Saturdays at 9:15am.

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:

* Cellphone: imessage group chat texts and calling.
* In-person weekly meetings.
* In GNG 1103 lectures and lab.

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

* Google Document that keeps the group up to date on any changes and alterations to the project and specific tasks: [link](https://docs.google.com/document/d/1nv39wDi2HZbtXof1Abdoxqp8a9KTDzIoAc4Hmyvbqgc/edit?usp=sharing)
* Majority rules system
  + People with higher knowledge of certain topics have greater weight in specific votes

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?):

* Discussion will set an agreed upon meeting time/place
* During each meeting, Meeting Minutes will be taken
  + All important information and updates shared during a meeting will be documented and saved in a shared Google Drive folder which all members have access to
    - A new document will be made for each meeting, and all members can collaboratively contribute to it during the meeting
* Weekly meetings will be regarding: how weekly tasks/roles are going, if anyone needs help with a task, how the progress of the product is, if there needs to be any adjustments to the design, etc.
* We will follow a guideline of discussion topics to stay on track and have an efficient meeting
* A 15 minute time period at the end of every meeting will be added to allow any new discussion topics or project related questions to be brought up to the group

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?):

* Minutes and Agendas will be kept in a shared Google Drive folder
* Agenda will be written and set **minimum on day prior** to meeting
* There will be a [‘Master’ document](https://docs.google.com/document/d/1nv39wDi2HZbtXof1Abdoxqp8a9KTDzIoAc4Hmyvbqgc/edit?usp=sharing) that will include the progress and changes of the design and product

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.

[Role Rotation Matrix in the Project Team](https://docs.google.com/document/d/1goR34Y7Jq8WeBlE-dZcnD4NN9x8ACVRCifdPAwEoos4/edit?usp=sharing)

Link: <https://docs.google.com/document/d/1goR34Y7Jq8WeBlE-dZcnD4NN9x8ACVRCifdPAwEoos4/edit?usp=sharing>

7. Working in a team can sometimes lead to **conflicts**. If conflicts arise in your team, how do you plan to address and resolve them? What is your conflict resolution strategy?

* If it is an individual (one-on-one) conflict, a member can speak to at-most **one other member** as a mediator regarding it
* If it is a group issue, discussion will take place and a majority decision should be prioritized after discussion
* If an individual is not pulling their weight in the project, they will be given a verbal/written warning by the group as a whole

# **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.?):

* High-level expectations
* Lower quality is disrespectful to the rest of the group who have put a lot of effort into their work
* Drafts and thumbnails are allowed to be as expected of their names: rough drafts, not super clean, gives general ideas

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

* Not leaving work to the last minute
* Taking your role seriously
* High level of organization

## **Team Participation**

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

* Use of Trello to mark important dates and deadlines to keep everyone aware of task submissions
  + Assign people to certain tasks on the Trello board
* Discuss areas where team members feel that they want to work on something together in a “sub-unit”

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

* Ensure that project decisions are made with the majority of the group present (min 50%)
* Have people speak on their weekly role and update the group at **every** weekly meeting
* Having majority vote on ideas, allows others to discuss their ideas and be reasonably decided

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

* Trello
* Meeting minutes
* Tagging someone in the google docs

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

* Members will have an area of “speciality” where they feel they are knowledgeable enough in an area to take a leadership position
  + This means having additional weight in their votes on important decisions

## **Personal Accountability**

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

* Allowed reasons to miss a meeting: emergency event (not school related), injury (then is expected to meet online, sickness (expected to meet online unless sickness is extreme)
* If someone is aware that they will not be able to make it to a meeting, they must notify the rest of the group at least 24 hours in advance or as soon as they are aware
* If someone is not able to make it to a meeting, they are expected to:
  + Update the team on their tasks
  + Read and add to the Meeting Minutes
* Participation is mandatory as everyone is required to update the group on how tasks are going in their role
* If a member is more than 30 minutes late to a meeting, they are required to wear the team’s stupid hat for the remainder of the meeting, or the following meeting

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

3. Expected level of communication with other team members:

* Active in iMessage group chat
* Not ghosting the team
* Letting other group members know about any changes or plans a member has
* Updating group members about how tasks are going in their role

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

* Every member should be involved in making decisions and providing their input on decisions over the course of the project
  + Abstaining from a vote is allowed, but that is only in the case that someone believes that they do not have enough background knowledge in an area to make an appropriate decision

# **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:

* If a group member does not attempt any or little effort in our team contract they will be receiving a warning about their effort
* We will discuss any issues they are having and where the group can help them succeed

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

* If the infractions continue:
  + The TA(s) will be notified and asked for support
  + An accurate review will be given on the teammate reflection deliverable in October

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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) Abby Wilson date : September 21, 2024

2) Neyssa Almazor date : September 21, 2024

3) Nava Tavasoli date : September 21, 2024

4) Aadi Tendulkar date: September 21, 2024

5) Gill Trites date: September 22, 2024

\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team**\_**Contract**.doc