

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 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 # B00(Lecture) B02 (Lab)
Team Name Robotech Engineers

Team # 09

Team Members:

- 1) Aditya Patel
- 2) Tiago Remigio
- 3) Youssef Mikhail
- 4) Bevan Sanoj

Team Procedures

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

- Wednesday 7:30-9:00 pm (virtual)
- Thursday 4:00-7:00 pm (in person)

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:

- Microsoft Teams chat and or video chat for virtual meetings
- In person meetings

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

The preferred method of decision making will be by consensus. In the event that a consensus is not reached, the decisions will be taken through a vote.

- To achieve consensus team members proposing an idea will have to present their idea to the team with a proper explanation. They must explain the potential benefits

and usefulness of the implementation in front of the group. While doing so they must use and demonstrate proper reasoning.

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?):
 - The project manager will be responsible to set meetings and to notify everyone via text message about the occurrence of the meeting 2 days and 1 day before. He will also be responsible to make an agenda for the meeting based on the Trello tasks that require attention as well as other concerns that come up during the project. To keep the team on track the project manager will make a checklist of the topics to be discussed during the meeting and allocate a specific time duration to each agenda item. He will monitor the time and keep the meeting on track when the discussion goes off track.
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?):
 - Tiago will be in charge of record keeping. The agendas and minutes will be kept on a word document and distributed to every team member at the end of the meeting.
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.

Member Role Rotation Matrix in a Project Team of 4 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Aditya	Designer & Quality Controller (DQ)	Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check prototype and test quality.	DQ	E	P	R	DQ	E	P	R	DQ	E	P	R
Tiago	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	EY	P	R	DQ	E	P	R	DQ	E	P	R	DQ
Bevan	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	DQ	E	P	R	DQ	E	P	R	DQ	E

Yous sef	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	DQ	E	P	R	DQ	E	P	R	DQ	E	P
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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?

- The parties that have a conflict will have to present their side in front of the rest of the team. The team will listen to both parties and propose if possible, a solution that satisfies both parties in conflict. In case that is not possible the team after a discussion considering all facts will come to an agreement to favour one's decision over the other one by presenting the adequate reasoning and thought process behind choosing one over the other. Both parties in conflict will be reminded that their ideas and effort are valued. In addition to that the team will be open to suggestions from the parties in conflict.

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.):

- Members are expected to work to the best of their abilities and do what it takes to get work done. In case that is not possible they are expected to seek out help from the other team members.
- The project should meet all of the expectations of the client.
- The project should be within the constraints of the project in terms of the resources, budget, time etc.

- Meetings are expected to be organized and well planned.
- Each member is expected to do the required research and be informed about all relevant information about the project.
- All work done by each member must meet the agreed-upon expectations and standards described above.
- Members are expected to review the work done by other members and provide constructive feedback.

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

- Peer review from other team members to meet the agreed-upon expectations and standards. A team member can raise concerns or question about the quality of a member's work but he will need to provide a valid and constructive reason to do so. In addition to that he must help the other member reach better quality if required.
- In order to meet the client's expectations and stay within constraints there will be a list of expectations and constraints that will be referred to every week so that the project does not go off track.
- Follow ups will be made by the project manager to ensure everyone is working to the best of their abilities and to ensure the progression of the project.

Team Participation

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

- Each member will be assigned tasks from the Trello tasks list based on their availability during the week.
- If there is lack of availability in a member's schedule due academic commitments, he is expected to let the team know ahead of time so that redistribution of the work can be done effectively.
- Time will be allocated to the discussion of the current status of the tasks during the weekly meetings.
- Follow ups will be made by the project manager to ensure the progression of the project. He is also expected to bring to the attention of the team any roadblocks as soon as possible if there are any so that the issue can be resolved as soon as possible. He will also be responsible to reallocate tasks when required.
- Efforts will be recognized, and team members will encourage each other to ensure cooperation.
- Support will be offered by team members to those who are struggling.
- The role matrix will be followed.

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

- During the weekly team meetings, a specific time slot will be allocated to presenting ideas and each member will be encouraged to present their ideas and concerns about the project.
- Team members are expected to review the work done by other team members and provide constructive feedback.
- Members are expected to promote an encouraging and supportive atmosphere.
- Decision making and conflict resolution process will involve input from the whole team.

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

- Project manager will do regular follow-ups to ensure that the project is progressing. He is also expected to bring to the attention of the team any roadblocks as soon as possible if there are any so that the issue can be resolved as soon as possible.
- Trello will be used to manage the tasks of the project.
- Time will be allocated to the discussion of the status of the tasks during the weekly meetings.

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

- The preference for leadership is shared. Discussions will be the way decisions will be made. Members wanting to propose an idea will have to present their ideas in front of the group and together the team will reason and have a friendly debate about the pros and cons to implement the decisions. If the discussion does not lead to a consensus, then a vote will be taken?

Personal Accountability

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

- Each member is expected to attend every meeting on time unless they have a valid reason not to.

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

- Each member is expected to do the tasks assigned to them on Trello.

- Each member is expected to complete the task ahead of the deadlines so that the quality of the work can be inspected by the other members and so that there is time to deal with troubles if there are any.
3. Expected level of communication with other team members:
- Team members are expected to communicate the milestones of the tasks they are working on and communicate regularly their progress to the team.
4. Expected level of commitment to team decisions and tasks:
- Each team member is responsible for completing the tasks that are assigned to them.
 - If a team member encounters trouble in his tasks and can't tackle it he is expected to seek out help ahead of time and not right before the deadline.
 - If a team member can't do the task, he is expected to present a valid reason and to let the team know ahead of time.
 - Team members must respect the result of a vote.
 - Team members must respect the reasoning and suggestions of the team when they are valid even if they are not necessarily in their favour.

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 obligations of the contract are not met, it will be reflected in the peer feedback evaluation.
2. Describe what your team will do **if the infractions continue**:
- The teaching assistant and/or the teacher will be notified if the gravity of the matter escalates too high and gets out of the control of the team.

- 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) Aditya Patel_____ date : 26/09/2024
- 2) Youssef Mikhail_____ date 26/09/2024
- 3) Bevan Sanoj _____ date 26/09/2024
- 4) Tiago Remigio _____date : 26/09/2024

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