

# TEAM CONTRACT

**GNG1103, Section # F    Team: # 5    Team Name: Group 5**

## **Team Members:**

5) Aidin Moradi

5) Owen James

5) Owen Kaine

5) Ziyi Wang

5) Sam Stano

## **Team Procedures**

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

The team will meet at 6 PM on Fridays on Microsoft Teams.

### **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:**

The team will communicate on Microsoft Teams using the chat function throughout the week. On Fridays at 6 PM the team will communicate via group calls on Teams. The team will also communicate in person in labs on Mondays at 11:30 AM.

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

Decisions will be made by 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?):**

The project manager will construct an agenda from team ideas and keep the team on track during meetings. They will also communicate reminders of upcoming meetings and tasks via messages on the Teams chat and via tasks on Trello.

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?):

The project manager will fill out a shared document after every meeting with the conclusions of the meeting and individual members tasks.

6. Member role and responsibilities, and role rotation matrix in the project team:

Rotation Matrix Filled in Below

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 team will make decisions by majority vote. Team members are expected to treat the result of a majority vote as their own regardless of their vote.

## **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.):

The team aims to achieve a mark of A on all graded tasks.

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

The team will aim to complete all tasks, barring emergencies, 24 hours before the due date. In addition, the quality controller is to review all material before it is submitted.

### **Team Participation**

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

Team members will follow the weekly rotation outlined below. Team members will each be responsible for making sure that they communicate consistently and clearly. If a team member believes that they will be unable for whatever reason to complete their assigned task, they will communicate their need for assistance to the rest of the team as soon as possible.

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

Team members are expected to come to each meeting prepared, having already considered the agenda. In addition, team members are to solicit ideas from others about how to approach the tasks they are responsible for, as well as solicit feedback on their product. Each team member will be open to ideas from others and to compromise.

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

The team will follow the schedule set on Trello by the project manager and try to finish tasks 24 hours before the due date.

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

Each team member is expected to bring their own leadership qualities to the group, making the leadership style informal.

### **Personal Accountability**

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

Each team member is expected to be present for every meeting. If, for whatever reason, a team member cannot attend, they are to let the other members know as soon as possible. They are also expected to take responsibility for their absence and catch up on missed work.

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

It is expected that all team members complete their work in accordance with the team policy of finishing work 24 hours before the due date. If for whatever reason a team member feels that they cannot meet this deadline, they must tell the team as soon as possible so other members can complete the work.

3. Expected level of communication with other team members:

Each member is expected to check the Microsoft Teams chat daily for updates.

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

Each team member is expected to treat team decisions as their own regardless of their support or opposition to the 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:

The team will discuss every infraction as a group in an understanding and friendly way, with the desired outcome being not punishment but mutual understanding. After three infractions, or one infraction that obviously lowers the grade of a submission by 10%, the team will hold a discussion with the TA or PM as to the team members conduct and paths forward.

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

After a fourth infraction, or a second that obviously lowers the grade of a submission by 10%, the team will consult the professor and appeal for the members grade to be lowered.

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- c) I participated in formulating the standards, roles, and procedures as stated in this contract.*
- c) 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.*

5) Sam Stano            date: 17/01/2025

5) Owen James        date: 17/01/2025

5) Ziyi Wang           date: 17/01/2025

5) Aidin Moradi       date 17/01/2025

5) Owen Kaine         date: 17/01/2025

\* This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc)

# Role Rotation Matrix in the Project Team

Member Role Rotation Matrix in a Project Team of 5 members														
			Semester Week											
Name	Role	Responsibilities	W 1	W 2	W 3	W4	W5	W 6	W7	W8	W9	W10	W11	W12
Owen Kaine	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
Sam Stano	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
Aidin Moradi	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
Ziyi Wang	Report writer & Marketer (R)	Write project deliverables, identify	R	Q	D	E	P	R	Q	D	E	P	R	Q

		clients/users, promote, and sell ideas and product.												
Owen James	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