

## **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 # C04 Team # 16 Team Name \_\_\_\_\_**

### **Team Members:**

- 1) Abdelmessih, Ilaria
- 2) Boulé, Jordan
- 3) Ekong, Ryan
- 4) Karuna, Keith
- 5) Merlo, Ryan
- 6) Walsh, Anna

<b>Team Procedures</b>
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1. Day, time, and place for regular **team meetings**:  
-Every friday, at 4:00pm
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:  
-Instagram
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?)

1. Who sets the agenda: The team leader.
  2. When: One week before the meeting.
  3. How are team members notified? By trello and instagram.
  4. Who keeps the meeting on track: The team leader.
  5. How to stay on track: Use time limits and check in regularly.
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 team leader
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 6 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Boe	Designer (D) Ilaria	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Coe	Engineer (E) Keith	Define product function, subfunctions, manufacturing technique, carry out	E	P	R	Q	D	E	P	R	Q	D	E	P

		feasibility study, analyze prototype, and test prototypes.												
Doe	Project Manager (P) Ryan M.	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Foe	Report writer & Marketer (R) Anna	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Goe	Quality Controller (Q) Ryan E.	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D
Koe	Engineer (E) Jordan	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

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?

-Communicate openly to express concerns, listen actively to all viewpoints, work together to find a solution then follow up to ensure resolution.

## **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.):

-Clear, Concise, Well thought-out presentations

-Individual research should consist of primarily credible sources including peer-reviewed articles, reliable books, etc.

-Drafts and research should be completed in a timely manner

-All information should be reviewed by multiple members of the group

-There should be consistent communication between group members

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

-Establishing fixed deadlines for parts of the project

-Using software such as instagram to communicate with each other

-Using tools such as google docs and trello to ensure shared progress and work together simultaneously

-Ensure group members check-in with each other to view progress

-Assigning roles to group members based on their strengths and weaknesses

### **Team Participation**

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

-Rotating responsibilities and roles to ensure each group member has an equal workload

- Monitoring progress and contributions of each group member

- Assigning an equal amount of tasks to each group member

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

- Brainstorming ideas as a group

- Encouraging every group member to contribute in discussions

- Using online tools such as trello/docs to note down ideas from brainstorming

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

- Having regular check-ins to ensure that the task is progressing at a reasonable pace

- Having a designated group member to keep track of deadlines

- Using a checklist in Trello to track progress/milestones in the project

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

- Shared leadership where the tasks and roles rotate often to ensure a smooth workflow

### **Personal Accountability**

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

- Expected regular attendance at all scheduled meetings whether in-person or online

- Expected to be on time for meetings

- Actively participating in discussions and providing valuable input to the project

- Ensure you provide advance notice if unable to attend a meeting

-Follow up with other group members if a meeting is missed

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

-Completing assigned tasks on or before the agreed upon deadlines

-Communicating with group members if any issues arise or there is difficulty in completing assigned tasks

3. Expected level of communication with other team members:

-Always keeping every group member up to date on the project

-Running all ideas by each other and providing adequate feedback

-Using aforementioned platforms such as Trello, Instagram, and Docs to effectively collaborate

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

-Ensure everyone is fully committed in completing their tasks prior to their deadlines

-Prioritize the team's goals over one's individual goals

-Commit a reasonable amount of time to ensure the project gets completed to a high standard

### **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:

-Speak with the group members and have open communication to address any issues that may have arisen.

-Depending on the reason for the infraction, or how many infractions, the issue may be escalated further

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

-If the issue of infractions persists, then the rest of the group may bring it up during the team meetings in order to find a solution

-If a solution is unable to be found, then the issue may be escalated to the professor or TA

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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) 

date: 2024-09-21

2) 

date: 2024-09-21

3) 

date: 2024-09-22

4) 

date: 2024-09-22

5)

\_\_\_\_\_date\_\_\_\_\_

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\* 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)