

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 # C03, Team # 3, Team Name:

Team Members:

- 1) Anson Moorey
- 2) Dina Jamani
- 3) Nicola Bonardi Rivard
- 4) Matthew Rispoli
- 5) Jordan Boulé

Team Procedures

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

Book meeting rooms for Tuesday, 13:00-14:30, STEM + Thursday 18:00-20:00, STEM.

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 majority of team communications outside of class will be done through an iMessage group chat. This would include general topics such as reminders, announcements, updates, and problems. However, all documents, files, pictures, and links will be shared through uOttawa email. If there is a critical decision to be made or problem to be solved, this will be done through a call outside of school or an in-person meeting.

3. **Decision-making policy**:

Decisions will be made based on the ideas team members suggest. Through the process of sharing everyone's perspective a consensus can be reached by weighing the advantages and disadvantages. However, if a consensus is not reached in a timely manner, a vote will take place. While this may leave the minority of team members unsatisfied, the timeline of this design project is extremely important. Being indecisive for too long can seriously affect the team's deliverables; voting is meant to mitigate these risks.

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 of the week will be responsible for setting and following meeting agendas, that way this role rotates. Before every meeting, the project manager will be responsible for coming up with a list of topics to discuss during the meeting and the estimated time each topic will take. This list will be shared with the other members at least 12 hours prior to meeting, so that it not only reminds team members of the upcoming meeting, but also allows them to prepare. Although everyone is encouraged to stay on topic during the meeting, if the team gets side tracked the project manager is responsible for bringing everyone's attention to the list of topics that need to be discussed.

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?):

As the project manager is responsible for creating the meeting agenda, they will also be required to record meeting minutes. Meeting minutes should include the main points discussed, decisions made, tasks assigned, and any next steps. Overall, it should include enough detail such that the team is able to review what was mentioned and keep track of our progress. At the end of every meeting the meeting minutes will be posted in the shared One Drive folder. If record keeping needs to be delegated due to a high workload, it will be delegated to the report writer if they agree to it.

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 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:

7. Member Role Rotation Matrix in a Project Team of 5 members													
			Semester Week										
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11
Anson	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D
Dina	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
Jordan	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P
Matthew	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R
Nico	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

8. 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?

Take a compromising approach where we take the best ideas from the different sides. If there is a serious disagreement among the team on how to proceed, the team members will each state their own perspective on it. Ideally, a compromise or agreement will emerge from this strategy. If a decision is not made in a timely manner for the team's deadlines, a vote will decide. Voting on a topic will be a last resort, as it will lead to unsatisfied team members.

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 is currently confident in its ability to achieve an average grade of above 90% on all deliverables. As the course proceeds and grades are assigned, the team will need to adjust its strategies; including how much time each member dedicates to their roles, and how the roles and tasks are assigned.

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

A minimum commitment of 4 hours per week is expected of each member. Should all of a member's tasks be fulfilled within that amount of time, they should take on more tasks for the week. Communicating to the team if one is behind on their work or not is very important. It will allow other members to step in with a fresh perspective.

Team Participation

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

Trello will be used to distribute tasks, ensuring that everyone has a role to play in the success of the team. By assigning a rough estimate on the amount of time needed to complete a task and ranking its priority, it will be made so that each member assumes the same amount of work while getting the chance to realize tasks of varying degrees of importance. Although each member will be assigned a task every week, group members are expected to help each other out, however it is still the responsibility of the owner of the task to ensure it gets done in a timely manner.

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

As the team's roles are rotated every week, every team member should have the responsibility of leading meetings and discussions. It is everyone's role, not only the lead for meetings and discussions, to encourage all team members to share their idea and ensure they all have an equal chance to contribute. This should allow for creative and diverse ways for the team to communicate. Should a team member feel they are being discouraged from participating, they will present this problem to the team or the professor.

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

In terms of strategies for keeping on task, during the weekly meetings, team members will need to share their progress and, if required, an updated estimate for when the task will be completed. In addition, to aid each team member, Trello will display who is responsible for which task as well as include the deadlines. In Trello, tasks will start out in the "To Do" list, once someone has started to work on it will be moved under "In Progress", and once finished it will be moved to "Completed". This will not only allow the team to keep track of progress, but also provide everyone with a sense of responsibility to their task.

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

In order to maintain a more balanced team dynamic, the team has decided on an informal leadership style. The Project Manager (who changes on a weekly basis) will be the designated leader for that week and will make sure the deadlines are met and maintain proper workflow (ex: communication between team members and task organization). The advantages of this form of leadership are that it allows for every member of the team to experience the role of the leader, which not only allows for a new perspective every week but also helps each member grow and learn by taking on that leadership responsibility.

Personal Accountability

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

Attendance to all team meetings is mandatory, a justified reasoning presented to the team is needed to skip. Punctuality is important, but there will be a certain amount of leeway (ex: 5-10 minutes late). Participation in the meetings means each member should try and contribute ideas, solutions, take on tasks for the project and offer help to others. This will ensure that each member of the team is contributing and will help balance the workload for the entire team, optimizing performance and ensuring the deadlines are met.

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

Members should keep track of the Trello schedule that the team has agreed upon. Each role is responsible for different tasks and whoever is in a role is personally responsible for those tasks being completed. Team members can communicate and request assistance for the tasks at hand, however the member who is in that role for that week is responsible for the quality of the work and whether the work is completed on time.

3. Expected level of communication with other team members:

Team members are expected to respond to all relevant messages, be open and honest about progress on tasks, and ask for help from other group members if needed. Communication is a key part of this project, as it allows for the team to act in unison and complete tasks more efficiently without sacrificing quality. By regularly taking time to verify the Trello schedule and team communication forum, members will be able to better complete their tasks.

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

Team members should attend the weekly meetings and are expected to keep up to date with the team's progress and to dedicate enough time to carry out their assigned task. When important questions that necessitate full team input are posted on the team chat, members should make sure to contribute in order to get a full range of perspectives. The expected hours per week outside of meetings are 4 hours. This amount will vary depending on the stage the team is in the design process and upcoming deadlines such as reports or presentations.

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:

When infractions of the team contract occur, the member (or members) in question will be informed and warned. This will give an opportunity for the member to communicate their intentions and avoid any miscommunications or mistakes when dealing with these types of situations. If it is deemed an infraction has in fact taken place, the other group members will decide how much the infraction impacted the progress of the deliverable (or the completion of the project itself) and will take the appropriate steps, as outlined in the question below.

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

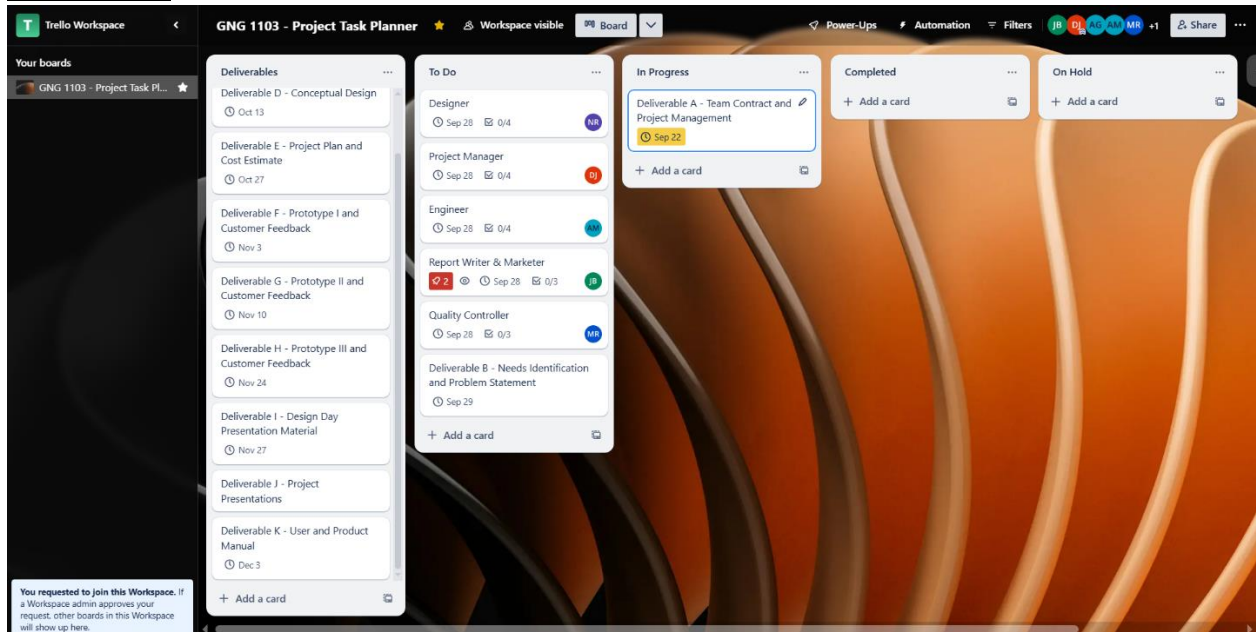
Should the infractions continue or be deemed too severe, the team will contact the professor or TA with the relevant information. The professor can decide whether a member should be removed or have their mark affected. All members will be attached on all communications so that everyone involved will understand the situation and will be able to voice their opinions. In such cases, a clear channel of communication will be important in order to avoid any further conflict in an already strenuous situation.

- 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) Jordan Boulé		date	19/09/2024
2) Anson Moorey		date	21/09/2024
3) Dina Jamani		date	19/09/2024
4) Matthew Rispoli		date	21/09/2024
5) Nicola Bonardi Rivard		date	21/09/2024

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

Trello Board



The team has already shared the Trello board with its PM and TA. Here is an overview of what has been built so far. This board will be updated constantly as the course progresses.