## 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 # G00 Team # 7 Team Name: ZBRC Enterprises**

**Team Members:**

1) Ben Costa

2) Zander Stewart

3) Robert Carpinisan

4) Conner Bonter

5) _____

## Team Procedures

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

Every Sunday, 11:00 am, CRX building (or group call via Instagram).

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:

Email, Instagram Direct Messages.

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

Consensus, and if needed, 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?):

   Conner Bonter will set the agenda at least 1 day prior to the meeting. He will be responsible for both creating and following the agenda during a team meeting. He will be informed of the contents before the meeting begins.

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?):

   Ben Costa will set the allotted time for the meetings. He will also record the length of each meeting. Agenda and minutes will be kept by Ben in Trello.

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

| **Member Role Rotation Matrix in a Project Team of 4 members** | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Semester Week | | | | | | | | | | | |
| **Name** | **Role** | **Responsibilities** | **W 1** | **W 2** | **W 3** | **W 4** | **W 5** | **W 6** | **W 7** | **W 8** | **W 9** | **W 10** | **W 11** | **W 12** |
| Ben | 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 |
| Conner | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | P | R | DQ | E | P | R | DQ | E | P | R | DQ |
| Zander | 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 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Robert | 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 |

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 tensions are high, time will be allocated for parties to reflect and calm down, before a formal discussion is had. Members will strive to empathize with each other and try to understand the others point of view/opinion, before acting.

## 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.?):

Aim for high-quality work that is within the GNG 1103 requirements.

All work should be proofread and formatted neatly before completion

Any presentations should be rehearsed

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

Using the project management tool, Trello.

Using Microsoft Word so edits can be made in real time.

Leaving time for rehearsals

## Team Participation

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

We will define each members role in the project considering their strengths and stay in close Communication to ensure we are working effectively. Tasks will be evenly distributed whenever possible.

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

Promote open communication which allows for each group member to contribute their input and solve problems together as a group. This will be done in the group meetings at CRX at scheduled times.

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

Having an organized agenda will allow for more focus. Members will come to meetings with the goal of completing tasks.

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

Shared, informal, can take charge when needed to, doesn't panic.

## Personal Accountability

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

Members will attend every meeting unless prior notice is given. Members will participate frequently in all team meetings.

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

Each member has an expected amount of responsibility to attend team meetings frequently to keep up to date with the most recent information on the project. Members have the responsibility to complete their allotted portion of the project by dates discussed in said meetings unless a prior notice is given to the group.

3. Expected level of communication with other team members:

Each member should share with the group everything that they have worked on and what they think they need to work on more and give suggestions.

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

Each member is expected to commit to the project whenever they have the time to and to work on it when they need to be. Each member should be participating in discussions when decisions and tasks are made.

## 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:

   In the event of a contract violation, members will come together to discuss the infraction and make attempts to resolve the situation with all group members present.

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

   Our team will contact the project manager, or if needed, the professor, if the situation calls for it.

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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) Ben Costa date 19/01/2025

2) Conner Bonter date 19/01/2025

3) Zander Stewart date 19/01/2025

4) _____Robert Carpinisan_____date __19/01/2025