TEAM CONTRACT

GNG2101, Section # E1.2
Team Name: Team FlexTech

Team Members:

1) Skylar Samm

2) Cuyler Yu

3) Jordan Draper

4) Stella Howard

5) Omon Okondo

Suggested Projects:

1st choice: Foot Flex Assist

2nd choice: Sound Interaction Device

3rd choice: Laptop Powering

Team Procedures

1. **Day, time, and place for regular team meetings**:
   - Fridays at 5:30 on campus (SITE)

2. **Preferred method of communication.**
   - Use the team Instagram group chat
   - Documents into the project one drive folder.

3. **Decision-making policy:**
   - Decisions will be made using majority vote.

4. **Method for setting and following meeting agendas**
   - Weekly meetings will be focused on the deliverable that is next due. During the meeting, we will go through the deliverable requirements. Once the deliverable requirements are identified, they will be assigned to the team members.
   - We will discuss how each task will get done and when it needs to be done by.
   - Stella will ensure that each task from the deliverable requirements is covered by creating a list of tasks prior to the meeting. This list will be followed during the meeting to keep it on track.

5. **Method of record keeping**
   - Skylar will be responsible for record keeping.
   - There will be a document within the drive that will include meeting times and topics discussed.
   - This document will be updated by Skylar after each meeting.

Team Expectations

Work Quality

1. **Project standards:**
    - For team presentations, each member will contribute and understand all parts so that the entire team is on the same page.
        - We will also ensure that several things are seen through our presentations:
            - United team understanding
            - Clarity
            - Professionalism
    - For collaborative writing, our team needs to ensure that there is we meet these criteria despite different parts being done by different team members
        - Structure
        - Clear understanding
        - Lack of Errors
    - Individual research, we need to ensure that all of our contributing research is relevant to the topic at hand. We also need to ensure that our research is organized.
    - Preparation of Drafts: our drafts need to serve as a solid outline and structure for our final copies.
    - For our peer reviewing we want to have realistic quality standards such as:
        - Helpful feedback
        - Relative feedback
        - Depth

2. **Strategies to fulfill these standards:**
    - Presentations: This will be fulfilled by ensuring that before any team presentations, we schedule an extra meeting to go over the group's understanding. As well as to practice our presentation multiple times for the criteria outlined above.
    - Collaborative Writing: To ensure this standard is met we will have our individual writing tasks done at least two days prior to deliverable due dates to ensure time for review from a team member. This one team member will ensure that there is cohesion throughout the writing as well as a lack of errors
    - Individual Research: To ensure our research is relevant and organized we will discuss as a team who is researching what topic. This will guarantee that we are not repeating topics as well as only putting effort into topics that are important to our project.
    - Drafts: To ensure our drafts are structured we will hit every point that is needed in the final copy briefly and expand on the when writing the final copy.
    - Peer Reviews: to ensure we have helpful feedback the team members will stay positive while reviewing, keeping in mind we are all on the same team. To ensure we have relative feedback we will stay on the topic at hand, not giving feedback for other things at the same time. Finally, we want our feedback to have depth, making sure that it's not just surface level.

Team Participation

1. **Strategies to ensure cooperation and equal distribution of tasks:**
    a. Allowing team members to have tasks that they are interested in/ good at.
        a. Understanding team members' strengths and weaknesses.

b. Rotating who does what kind of task each week so that there is variety in what each person is doing.
c. If one person does more on one deliverable they do less on another.
    a. Understanding that not all tasks are equal work
d. Create detailed work plans.
    a. Timelines
    b. Task Breakdowns
    c. Task Assignments

2. Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance):
a. Having lots of team discussion prior to submitting work.
b. Having an open and positive team environment.
    a. Ensuring that all the team members feel comfortable sharing ideas.
c. Understanding that in order to include and consider all ideas we may have to combine ideas.
d. Encourage feedback from all team members.

3. Strategies for keeping on task (task maintenance):
a. Set clear goals and deadlines and stick to them.
b. Follow plans and agendas.
c. Encourage accountability by tracking our team progress.
d. When an issue comes up review and adjust the existing plans.
e. Have fun with the project by being creative.

4. Preferences for leadership (informal, formal, individual, shared):
- Informal, shared leadership: We want to have shared leadership between all team members, we do not want to have one assigned leader. We will make decisions with discussion as a team.

<u>Personal Accountability</u>

1. Expected individual attendance, punctuality, and participation at all team meetings:
    - <u>For individual attendance,</u> all group members should be present in person or virtual regarding their circumstances to discuss the weekly upcoming tasks.
        - If a group member cannot attend a meeting, they are expected to notify all team members. The group can then fill in the member on their designated tasks or responsibilities.
    - <u>All members should be punctual</u> and prepared for every team meeting with an idea of what will be discussed and the upcoming deliverable. This will make meetings more efficient.
    - <u>All group members are required to contribute</u> and participate in all team meetings. This allows for their ideas to be heard and provides feedback on others' ideas.

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

- Every member is expected to complete their designated task and give updates on their progress. If a member is unable to complete their task, they have to notify everyone, and further action will be taken.
    - All team members will try their best to deliver quality high-standard work a day before the deadline to ensure quality control and review sessions can happen.
- Members should help other teammates who are struggling with a large workload. If for some reason, a teammate has been over assigned work or is busy with other struggles, teammates with under assigned work should step up and help reduce workload.
    - Any missed timelines, deadlines or lack of communication is not acceptable.

3. Expected level of communication with other team members:
    - Everyone should have an idea of the tasks they are expected to complete and work on over the week.
        - If a teammate is unsure of a task or needs a team opinion on a topic, they are expected to notify everyone through Instagram.
        - Replies to a teammate's question or concern should be within a reasonable time (12 hours max).
        - Everyone should communicate when they plan to work on their task throughout the week in case some tasks require the completion of other tasks.
        - When a task is complete, everyone should be notified, and the finished task should be placed in OneDrive for all team members to review and access.

4. Expected level of commitment to team decisions and tasks:
    - All members are expected to give full commitment to team decisions and tasks. If someone who is not present dislikes a team decision, they are expected to comply regardless, as they were not committed enough to attend the meeting.
        - Team members will deliver full commitment to their tasks assigned to them. Tasks should be completed as early as possible in order to provide ample time for reviewing.

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:
    - Warning: There will be warnings directed to the noncooperative team member in the form of verbal communication or text if a team member or the group finds a member's behavior unacceptable. If the member accepts these warnings and improves their behavior, no action will be necessary.
    - Action: However, if the situation goes unresolved due to complications, a meeting will be held to discuss the unacceptable behavior. If necessary, the TAs or professor may be contacted and get involved.

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

- If the infractions continue, the member will be kicked out of the group through unanimous decision. The TA/professor will be contacted shortly after to remove the member from the group and work will be divided among the members.

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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) _____Skylar Samm_____date_____01/12/2025_____

2) _____Cuyler Yu_____date_____01/12/2025_____

3) _____Stella Howard_____date_____01/12/2025_____

4) _____ Jordan Draper _____date_____01/12/2025_____

5) _____ Omon Okondo _____date_____01/12/2025____

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