

## **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 # F00 Team # 15 Team Name: The Moment**

### **Team Members:**

- 1) Dante Casetta
- 2) Fahad Aly Nadeem
- 3) Aymeric Sin-Yan-Too
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

<b>Team Procedures</b>
------------------------

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

Wednesday, after the GNG 1103 F03 lab sections, meetings will take place at stem building or at the Morissette library.

If needed Friday at 5:30 pm at Morissette library, these meetings will be scheduled in advanced at the end of the Wednesday meetings.

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 preferred method is Ms teams for any means of communication.

Trello for maintaining the group organized.

Email in the case of file sharing not working on teams.

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

Majority vote rules if a consensus cannot be reached within the group.

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?):

Dante Casetta will be in charge of setting and keeping meeting agenda, and notifying team members about the meeting times. The project manager for the week will also be responsible for maintaining the meeting on track, and making sure it follows an Agenda. Separate conversations will be avoided until after the meetings have been adjourned, as a method for all members to stay focused on the task.

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?):

Fahad Nadeem Will be responsible for keeping track of minutes used for project work and how many minutes each member should be putting in for their task.

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 5 members													
			Semester Week										
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11
Dante	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	F	A	C	M	D	F	A	C	M	D
Fahad	Engineer (E)	Define product function, subfunctions,	F	A	C	M	D	F	A	C	M	D	F

		manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.											
Aymeric	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	A	C	M	D	F	A	C	M	D	F	A
Connor	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	C	M	D	F	A	C	M	D	F	A	C
Mcwright	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	M	D	F	A	C	M	D	F	A	C	M

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?

Ideally, we strive to prevent any conflicts from happening in the first place, but in case conflicts do arise we will try to communicate the problem through MS teams so that the TA's and PMs have the necessary information to step in to fix the problem only if the conflict escalates.

Conflicts will be handled through group discussions so that tension does not escalate between only two members, and so that the whole group can be aware of nay problems that have arisen.

Ideally the group will reach a consensus and a compromise so that everyone feels heard and appreciated.

## **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.):

It's agreed that everyone should take this project seriously, and the communal goal is to win design day, and create a working project that can be of interest to companies. The quality for all team assets will be to a high standard to ensure these goals can be met. Saying this peer reviews and criticism must be held to a high standard and be purely professional, as work may not always be done in collaboration with others, and it must be made sure it aligns with expectations by the whole group.

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

Making sure everyone's goals for the projects are aligned and every team member puts in effort to reach the goal.

Making sure that every member completes their designated tasks on time every week

Make sure every team member sticks to their rotating roles every week

Have everyone agree and understand that we are all equals and no one is above any other member  
Treat all members with respect and professionalism.

### **Team Participation**

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

Communicating what needs to be done according to the agenda while emphasizing the importance of making sure everyone is doing their job and doing it correctly.

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

Making sure everyone's ideas is heard and making sure everyone's ideas are heard and are somewhat implemented throughout the project.

Before coming to conclusions on set ideas, first the group will discuss all the ideas from different members and then compare them all.

Empathizing with your group members so that their ideas can be brought to life, which is an important aspect as each group member may not have a full understanding of their idea but needs someone to empathize with them so their idea can be resurrected.

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

- Have members check in on one another throughout the week, on Trello and through MS teams to make sure everyone gets the help they need.
- Keep each other accountable for all of the work that must be completed
- Maintain focused meetings and only adjourn when all of the agenda has been met to everyone's standards
- Put in extra effort if the group or any member falls behind on their work
- Adjust workloads based on events (I.E. midterm seasons and exams seasons)

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

Overall, we would have shared leadership as people would be in charge of their own task and the leader of their own task, but we would like to have an overall leader of the group that makes sure these tasks are completed and everybody in the group is satisfied with each piece of work.

**Personal Accountability**

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

Attendance in every meeting is expected; this be group meetings or client meetings. Attendance in labs is also expected so that every group member has the skills necessary to complete the project.

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

“Just do it” – Nike

Everyone is expected to fully fulfill their assigned tasks for the week by the start of the next team meeting, so that difficulties or details can be discussed and managed.

3. Expected level of communication with other team members:

EVERY TEAM MEMEBER MUST TURN ON NOTIFICATIONS ON MS TEAMS TO ENSURE THAT THEY ARE GETTING ALL THE UPDATES. IT IS VERY IMPORTANT FOR

EACH MEMBER TO KNOW WHEN GROUP MEETINGS ARE AND THE STATUS OF THE PROJECT TO ENSURE HOW SUCCESSFUL THE PRODUCT WILL BE.

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

A fair level of commitment is always expected from every team member, but the team will also take into consideration difficult or stressful times in each other's schedules and lives and work around them (I.E. sickness, evaluations, test ...). Still every team member is always expected to have an active role and commitment to team decisions and planning.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
---

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

First step is communication between group members and TA/PM's.

Do the most we can do as a group in discussion and confrontation, to try to justify the situation, but always hear out the group member that committed the infraction.

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

if the values are not translated to the individual, then these difficulties will have to scale to a meeting between the group and the TA/PMs or the Professor Knox, to discuss further procedures and align expectations.

\*\*\*\*\*

- 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) Dante Casetta date: 2025-01-18

2) Fahad Nadeem date: 2025-01-18

3) Aymeric Sin-Yan-Too date: 2025-01-18

4) \_\_\_\_\_ date \_\_\_\_\_

5) \_\_\_\_\_ date \_\_\_\_\_

\* 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)