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 # G02 Team # 8 Team Name : **T.H.E. (Team Hella Excellent)**

Team Members:

Farooq Qureshi

Cassidie Piggott

Emilia Wesolkowski

Krystian Smialkowski

Liam Cheung

Jesse Codo

**Team Procedures**

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

If meeting on a weekday it will be on Wednesday 10:00. If we meet on a weekend it will be on Saturday 12:00. Meeting will last until all the group that needs to be done is completed or until someone needs to leave. We will meet at STEM in front of makerspace.

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:

iMessage will be used for updates and reminders of meetings and tasks, and to discuss problems. Email and the MS team group will be used to share documents. MS teams will also be used for online meetings. Trello will be used to formally keep track of tasks so that team members can view the status of each task and notify other members when progress is updated.

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

The design-making policy will be by majority vote in order to have both progress and group satisfaction.

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?):

Team will collectively set the meeting a week before as a group at the previous group meeting. Reminders will be made through imessage. The project manager will be responsible for following the agenda during each team meeting. In order to keep the team on track during each meeting, there will be an agenda set at the previous meeting and the project manager will update leading up to the meeting with new-found problems. During the meeting, the project manager will then be in charge of making sure the team sticks to the agenda by creating to-do lists for each member of the team and ensuring each team member is completing the required tasks on time.

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 project manager will be responsible for recording & disseminating minutes. The minutes will be counted using an excel sheet and the agenda will be kept on Trello as a checklist under the meeting task. The amount of time will be calculated using the history on the doc by subtracting the time spent.

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** |
| Liam | Designer (D) | Define visual aspects, interface, appearance, and usability criteria of the product. | D | D | E | E | P | P | R | R | Q | Q | D | D |
| Krystian | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | E | P | P | R | R | Q | Q | D | D | E | E |
| Emilia | Project Manager (P) | Plan, organize, communicate, and track project tasks, deadlines, and milestones. | P | P | R | R | Q | Q | D | D | E | E | P | P |
| Farooq | Report writer & Marketer (R) | Write project deliverables, identify clients/users, promote, and sell ideas and product. | R | R | Q | Q | D | D | E | E | P | P | R | R |
| Cassidie | Quality Controller (Q) | Proofread project deliverables, identify/define quality standards, check prototype and test quality. | Q | Q | D | D | E | E | P | P | R | R | Q | Q |
| Jesse | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | E | P | P | R | R | Q | Q | D | D | E | E |

Each individual switches their roles every week based on the role rotation matrix. We chose to do this because two weeks is enough time to understand and get comfortable with the task and work of that role. Everyone is expected to contribute to all sections.

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?

Identify the issue and talk to the individuals to figure out their perspective. Come to an agreement as a team to discuss possible solutions to the conflict and then vote as a team for the best 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.?):

* We will aim for the highest quality of presentations and project deliverables.
* For team presentations be organized and prepared, dressed nicely.
* Collaborative writing: everyone pitches in and helps even if it's not their role.
* Individual research: Done on time so we can work in a group on what we learned separately.
* Preparation of drafts: Done on time.
* Peer reviews: Done on time.

2. Strategies to fulfill these standards:

Strategies that we will use to fulfill these standards are putting in the time and work necessary to accomplish our goals; being organized as a team through continuous use of messaging and Trello; and being accountable for our mistakes

**Team Participation**

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

Follow the rotation matrix and be accountable for your share of the work. Finish all assigned work on time so others are able to finish theirs.

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

Strategies that the team will use to encourage and include ideas from all team members will be encouraging active participation from all group members in order so that people contribute ideas; and listening and respecting the ideas from all group members so that they continue to encourage contributions.

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

* Set clear goals, deadlines, and expectations as at the start of the project
* Stick to assigned roles and complete work on time
* Minimize distractions when working a group
* Meet up every week to make sure everyone is on task

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

Our preference for leadership is shared leadership, but the project manager ensures that everyone contributes and acts as an intermediary leader.

**Personal Accountability**

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

Expected punctuality is to arrive on time and 5 minutes late max. If a team member arrives later than that, they can join the Microsoft Teams virtual meetings. The expected individual attendance is to arrive for every meeting in person, however if problems arise then they may join online.

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

The expected level of responsibility for fulfilling team assignments, timelines and deadlines is to complete the assigned tasks by the agreed deadlines and to deliver work that meets the team's quality standards.

3. Expected level of communication with other team members:

Each team member is expected to attend weekly meetings and respond to all chats/messages in a timely manner (1 day). Each member will share progress updates with the group inorder to keep everyone updated and on track.

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

Each group member is expected to give input and not just agree to everything. We will help out if a team member needs assistance even if it is not part of their specific role. The group will commit to the plan and not do something different from what was discussed in the group.

**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:

Talk about the infraction and bring it to their attention and give a verbal warning.

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

If they continue the infraction again afterwards add a demerit point to the spreadsheet. After 3 demerit points, tell the prof/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. Emilia Wesolkowski date

1. Liam Cheung date

1. Cassidie Piggott date 2025-02-05

1. Krystian Smialkowski date

1. Farooq Qureshi date

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