

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 # B00 Team #10 Team Name: Team 10

Team Members:

- 1) Fortune Effiong
- 2) Jack Croswell
- 3) Louis Prince
- 4) Zaid Lateef

Team Procedures

1. Day, time, and place for regular **team meetings**:
Main: Monday 10:00 am – 11:30 am
Backup: Wednesday at 12:00 pm - 1:30 pm
Having a set main time to meet as well as a backup will hopefully prevent the group from not having a meeting in a week where one or more members cannot attend the main meeting. If both meetings cannot be attended in person, the group member should express this to the group and attend the meeting virtually.
2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcements, updates, reminders, and problems:
Microsoft Teams group chat for any online, however, in person will be the primary means of communication, whether that be in class at labs or during the group meeting
3. **Decision-making policy** (by consensus? by majority vote?): **A majority vote on an idea.**
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?):
Discuss in person, in class, or during labs, as well as over Microsoft Teams the agenda format and what we want to talk about. Louis will formally write it up, however, if anything happens and the written agenda is unable to be completed another member of the group (who volunteers) should volunteer to write an agenda.
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?):
Jack will keep a record of the meeting including taking time notes, etc. All the minutes and notes will be kept in a single Microsoft word file that will be shared with the group.

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, each member is expected to contribute 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, allowing each member 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.

Jack: Designer & Quality Controller

Fortune: Project Manager

Louis: Engineer

Zaid: Report writer & Marketer

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?

Talk it out primarily, as well as take notes of where and when conflicts happen to prevent any future conflict. Communication is extremely important and encouraging group members to express frustrations/concerns should be at the forefront of every meeting.

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.):

Five/four hours a week for each of us, communication if unable to fulfill hour.

Limiting procrastination if possible, and communication if it must happen. Asking for help at any point when needed and as a group offering help to another group member when they need it.

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

Ultimately communication with the group is the best way to fulfill the standards, weather that be communicating if one person is consistently late getting work done or not putting in enough work. Furthermore, communication if you have to do something last minute or if you need help putting in your house due to a busy schedule/time conflicts. Each of us sets aside the time to work on what we must do.

Team Participation

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

Maintaining communication, taking all ideas into account. At the beginning of each meeting express one thing to the group, this encourages every group member to share an idea, frustration, their progress, and ultimately it creates an environment in the group that everyone has the opportunity and is encouraged to share their ideas.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
Having designated brainstorming meetings. Considering each person's idea, this can be as simple as jotting it down on a piece of paper and making sure to revisit the idea at some point. Making sure each idea formulated by a group member is considered equally.
3. Strategies for keeping on task (task maintenance):
Jack as the note-taker is expected to make sure that the group stays on task. If Jack is not doing his job properly it is expected of another group member to take the reins and try to make sure the group remains on topic, and that tasks are being completed.
4. Preferences for leadership (informal, formal, individual, shared): **Informal**

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Expecting everyone to attend on time in person to the group meeting.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Limiting procrastination and getting work done on time as well as putting in your expected hours. It should be noted that if procrastination must occur it is expected to be communicated, or the group member should ask another for help. If Procrastination occurs work must be submitted on time.
3. Expected level of communication with other team members:
Communicate whenever necessary and respond promptly to any group member
4. Expected level of commitment to team decisions and tasks:
Starting each meeting with each person giving one piece of input. In terms of decision making because there will be a majority vote situation it is expected that each person submits a vote on an idea.

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:

Communicating with one another from the initial sign of a problem. Make sure the communication is not harsh or accusatory and instead neutral on the idea.

Aggressive communication is not tolerated and if it occurs it should be addressed by the group immediately or depending on the severity reported to the TA.

Communication should be in a calm neutral tone.

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

Another conversation/ centering a group meeting about the person's infractions. Once again if the communication style used is not forgiving this should be addressed as well.

- 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)  _____ date: September 20th 2024

2)  _____ date: September 20th 2024

3)  _____ date: September 20th 2024

4)  _____ date: September 20th 2024

5) _____ date: September 20th 2024

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc