

Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures
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, and (d) specify the exact time and exact place for completion or submission of each task. 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 Blackboard.

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 # 4

Team # 9

Team Members:

- 1) Michael Dolan
- 2) Michael Puma
- 3) Liam Kennedy
- 4) Gazi Israpilov
- 5) David Coco-Bassey

Team Procedures

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

To be decided on based on availability
Labs

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard 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, Text, and Discord

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

Consensus

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?):

Level of importance will determine the agenda
Agenda will be set with everyone

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?):

One person will record the important events
Events will be uploaded to Google Drive or Discord

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.):

Anything staying within the group can be rough
Anything being shared outside the group should be the highest possible quality

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

Good planning and communication

Team Participation

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

Communication and input from everyone

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

Ensuring everyone gets the ability to talk

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

Reminders that we are meeting for this project.

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

Informal

Personal Accountability

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

Be there and be ready to work
Unless family issues or midterms come up

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

Do your work and communication issues that come up

3. Expected level of communication with other team members:

A lot of updates are what is going right and what is going wrong

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

Follow through what you say you are going to do

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:

First time – let them know not to do it again and to inform of issues

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

Inform the TA or Prof on the issues with said person and what should be done about it

- 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) Michael John date 9/19/19
2) [Signature] date 4/19/19
3) [Signature] date 9/19/19
4) [Signature] date 9/19/19
5) [Signature] date 9/19/19

* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc