TEAM CONTRACT

GNG1103, Section # B Team # 6 Team Name: T-Sixth

Team Members:

1) Ahmad Imad Ali

2) Nithini Amarakoon

3) Thomas Linkruus

4) Samuel Orimolade

5) Meg South

Team Procedures

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

   Mondays after 1:00 pm

   Note: No meetings will take place on Friday evenings.

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:

   - Face-to-Face
   - Class time
   - Online call
   - Teams (Documents)
   - Instagram (Communication)

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

   Decisions will mostly be made by majority vote. Some decisions may be made through consensus if the group believes it is necessary.

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?):

   Nithini Amarakoon oversees the setting of meeting times and coming up with the agenda. The meeting agenda will be sent out the day before.

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?):

   Head Notetaker: Meg South

   Everyone should take notes throughout meeting and send them to the head notetaker. Notes will then be summarized and sent out to the group. The summary should be sent out within 48 hours of meeting.

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**	**W12**
Ahmad Imad Ali	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Nithini Amarakoon	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze	E	P	R	Q	D	E	P	R	Q	D	E	P

		prototype, and test prototypes.												
Thomas Linkruus	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Samuel Orimolade	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Meg South	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

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?

    - Conflict will be made known to all group members.
    - Members not directly in the conflict will act as mediators to help resolve conflict
    - All points of view of said conflict will be discussed.
    - If conflict is related to a specific concept of the project, the group will discuss and decide how to move forward.

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.?):

- Work must meet the standards that is deemed acceptable by the group.
- Team members are expected to conduct their own research when needed; do not rely on others to do the research for you. Please make sure your sources are factual.

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

    - Everyone is expected to proofread work done by other members. Please be respectful and ask before you change anything someone else has created.
    - Use sources that are creditable.

Team Participation

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

    - Follow role rotation matrix.
    - Project manager is responsible to distribute tasks to members.
    - Tasks that are assigned to a team member are expected to be completed by that member, unless the task has been passed along to other members and the group is aware of it.

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

    - Majority vote
    - All team members will be asked what their opinion is on the topic of discussion.

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

    - Setting strict deadlines by group.
    - Ask for help when needed.
    - Reminders about deadlines during meetings and class time.

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

    - Formal
    - Individual
    - Project manager is responsible for main leadership role

Personal Accountability

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

    - Attendance is expected unless previously discussed.
    - Be respectful of others time; please be on time.
    - Please come to meeting prepared to discuss your contribution to the project.

Note: if for whatever reason you cannot meet one of the criteria above for a specific meeting, please let the other members know prior to the meeting. Repeat offences will trigger group discussion about issue.

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

    - You are responsible for your own task. If help is needed, it is your responsibility to reach out to the group for help.
    - All work should be completed according to the timeline that has been produced by the group.
    - Deadlines must be met.

    Note: if for whatever reason a deadline cannot be met, member must inform other members ASAP.

3. Expected level of communication with other team members:
    - Team members are expected to attend all meetings and provide their thoughts and insights about the project.
    - Team members are expected to ask for help when needed.
    - Team members are expected to inform the other members if they cannot meet a deadline or attend a meeting.
    - Team members are expected to communicate in a respectful manner.

4. Expected level of commitment to team decisions and tasks:
    - Team members are expected to show interest in what other members are doing.
    - Team members should actively contribute to the meeting and express their thoughts about the project.

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:

    - Infraction will become a topic at next group meeting.
    - Discussion about the infraction what the next steps will be after the infraction will occur (Steps are dependent on nature of infraction).

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

    - Issue will be brought to higher ups (TA / Course Instructor).

3. Expected level of communication with other team members:
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    - Team members are expected to ask for help when needed
    - Team members are expected to inform the other members if they cannot meet a deadline or attend a meeting

4. Expected level of commitment to team decisions and tasks:
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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) Thomas Linkous date Sept 20th 2024
2) [signature] date 09/20/2024
3) [signature] date 09/20/2024
4) AO date 09/20/2024

5) M. South date 09/20/2024

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