

TEAM CONTRACT

GNG1103, Section # F00 Team # 8 Team Name _____

Team Members:

- 1) Franco
- 2) Adam
- 3) Felipe
- 4) Nolan
- 5) Omar

Team Procedures

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

Thursday, 2:00 Pm in Morriset 406 (If not available CRX study rooms).

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:

Discord for heavy tasks, Teams for formal, and Whatsapp for anything informal.

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

Our decision-making policy will depend on the severity of the decision. If it is something that will change the whole course of the project, a consensus must be reached, if it is a very minor design decision, a majority vote is fine.

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?):

It will be each team member's responsibility to set points for each meeting. It will be the Project Manager's job to remind all team members of this responsibility as well as to keep the team on track during a meeting.

- 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 in charge of recording and disseminating the minutes for each meeting. The minutes will be disseminated as soon as possible on both the teams and discord. It will be on the teams for the TA/PM to view, and on the discord for better archiving.

- 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 | | | | | | | | | | | |
| Na me | Role | Responsibili ties | W 1 | W 2 | W 3 | W 4 | W 5 | W 6 | W 7 | W 8 | W 9 | W 10 | W 11 | W 12 |
| Ad a m | Desi gner (D) | Define visual aspects, interface, appearanc e, and usability criteria of the product. | D | E | P | R | Q | D | E | P | R | Q | D | E |
| Fe lip e | Engi neer (E) | Define product function, subfunctio ns, manufactu ring technique, carry out feasibility | E | P | R | Q | D | E | P | R | Q | D | E | P |

| | | | | | | | | | | | | | | | |
|----------------|--|--|---|---|---|---|---|---|---|---|---|---|---|---|--|
| | | study, analyze prototype, and test prototypes . | | | | | | | | | | | | | |
| Fr an co | Proje ct Mana ger (P) | Plan, organize, communicate, and track project tasks, deadlines, and milestones . | P | R | Q | D | E | P | R | Q | D | E | P | R | |
| N ol an | Repo rt writer & Mark eter (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 | |
| O m ar | Quali ty Contr oller (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?

If conflicts arise within our team, and they are unsolvable on their own, we will use the entirety of the group to come to a consensus. If a consensus, or even a compromise, is unattainable, we will use the TA/PM as an external party to solve this conflict. Our main concern is ensuring that all team members feel equally a part of the team. This strategy of mutual respect and compromise should help solve conflicts.

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.):

A realistic level of quality for team presentations is where everyone has a firm grasp on what they are presenting, and has done adequate research beforehand. This will include proper citations of all sources used.

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

To fulfill these standards, the Quality Controller will be in charge of ensuring that all research and presentations are up to these standards. If standards are not met, the Quality Controller will contact whoever was in charge of the research and work with them as necessary to ensure standards are met.

Team Participation

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

Looking over the tasks as a group and designating them based on majority vote on the equal division of the tasks.

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

Encouraging the team members that their unique experiences all have value in their own ways and just to say what they think, even if they think it may not contribute much.

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

Project Leader to ensure everything gets done, with 1 check-in during tasks done by the Project Manager. Additionally if noticing a conversation veering off, every individual should attempt to steer it back to the task.

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

Informal leadership would serve the team best as different people can step up during different times.

Personal Accountability

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

As the date for the meetings is chosen based on the availability of all members, it is expected that everyone shows up to the meeting unless explicitly mentioned why they cannot make it to a meeting. Everyone's time should be respected and everyone should arrive at least 5 minutes before the meeting. Participation in the form of giving opinions is mandatory, and should be done at least once per meeting. Voting on any decision is mandatory and each member is allowed to abstain from one vote per meeting.

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

As the deadlines are made with every team member in mind, they should be strictly adhered to. As for the timeline, we should aim to finish our assignment 2 weeks in advance, allowing us extra buffer time if necessary. Everyone should be involved in a certain team assignment, unless otherwise specified.

3. Expected level of communication with other team members:

Anything to do with the project should be communicated through any of our group chats. Additionally, anything related to not being able to show up for a meeting, or missing a deadline should be communicated **ASAP**.

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

Team decisions should all have inputs from everyone, and tasks should be evenly divided among the team.

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 Infraction: Project Manager checks in

Second Infraction: Meet as a whole group to discuss the actions.

Third Infraction: Automatic 0 on the peer evaluation report.

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

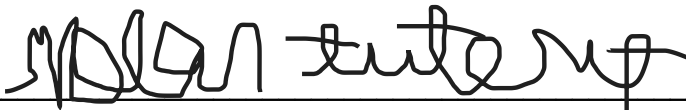
4th Infractions: Escalation to a TA, PM or the Professor as necessary.

- 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) Aleer date: January 19th, 2024

2)  date January 19th, 2025

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3)  date January 19th, 2025

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4) Franco Barreto date January 19, 2025

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5) *Felipe Prata Pedrosa*

date Jan 19, 2025

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* This template was adapted from

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