

Trello link:

<https://trello.com/invite/b/66e07807baafb8ed3d81c5ad/ATTIa6d25df196d83da0f3befe6ad58d237e01280B36/gng1103-project>

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 # 05 Team Name: Group 5

Team Members:

- 1) Owen Tyman
- 2) Lucas Schuyler
- 3) Jacob Pavone
- 4) Sam Hrycenko

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - Friday, 11:30, STEM
 - Backup: Saturday, 12:00, SITE
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:
 - Microsoft teams
3. **Decision-making policy** (by consensus? by majority vote?):
 - Situation dependant, but mostly majority vote, except for important decisions, then everyone needs to agree.
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?):

- Trello will be used for scheduling and recording what was discussed/needs to be discussed. Teams to organize meetings.
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?):
- Roles and responsibilities matrix document will outline who has what role. Agenda and minutes will be kept in a shared word document.
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 4 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Lucas	Designer & Quality Controller (DQ)	Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check prototype and test quality.	DQ	E	P	R	DQ	E	P	R	DQ	E	P	R
Jacob	Engineer (E)	Define product function, subfunctions,	E	P	R	DQ	E	P	R	DQ	E	P	R	DQ

		manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.												
Sam	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	DQ	E	P	R	DQ	E	P	R	DQ	E
Owen	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	DQ	E	P	R	DQ	E	P	R	DQ	E	P

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?

- Try to learn where the other person is coming from and compromise as often as possible. Ensure everyone is heard to begin with to prevent conflicts from ever happening.

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.):
 - Everyone is trying their best, and express interest and desire to do well.
2. **Strategies** to fulfill these standards:
 - Team members notify others when busy or lack understanding on a topic. Try maintaining a positive attitude.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - Making and following role rotation matrix as well as Trello.
 - Good communication on MS teams.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Post ideas on teams
 - Listen to everyone during team meetings.
 - Have specific time during meetings for questions.
3. Strategies for keeping on task (task maintenance):
 - Organizing and staying on schedule.
 - Make and follow to-do lists
 - Don't fall behind so it becomes harder later.
 - Notify team to cover roles when you fall behind.
4. Preferences for leadership (informal, formal, individual, shared):
 - Shared to avoid conflicts

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Everyone shows up to meetings when available and notifies when they can't make it.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - You must submit before the deadline.
 - Notifying if you are unable to submit your best work, as early as possible so the work can be shared or the group can help you understand the task.
3. Expected level of communication with other team members:
 - Ask questions on MS teams when you have one.
 - Participation and discussion during meetings.
4. Expected level of commitment to team decisions and tasks:
 - Voting method for decision making so everyone plays a part.
 - Follow roles document.

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:
 - Team meeting and discussion to warn and talk to the person
2. Describe what your team will do **if the infractions continue**:
 - Speak to the professor or TA to look for aid in resolving the issue.

- 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) _____ *Owen Tyman* _____ date : Sept. 20th 2024
- 2) _____ *Lucas Schuyler* _____ date : Sept. 20th 2024
- 3) _____ *Jacob Pavone* _____ date : Sept. 20th 2024
- 4) _____ *Sam Hrycenko* _____ date : Sept. 20th 2024
- 5) _____ date _____

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