

Deliverable A - Team Contract

Submitted by:

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University of Ottawa

TEAM CONTRACT

GNG2101, Section # 2.2

Team Members:

- 1) Etienne Borm
- 2) Alyssa Carter
- 3) Noah Cummings
- 4) Abdullah Ramadan
- 5) Rémi Thomas-Richard

Suggested Projects:

1st choice: Adapted Fitness Equipment (confirmed)

2nd choice: Renal Care Device

Team Procedures

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

Team meetings will take place on Wednesdays at 11:30 am or immediately after tutorials. Meetings will be one hour long (may be cut or extended as needed) held in meeting rooms booked ahead of time in CRX and communicated to members at least 24 hours before the meeting is scheduled to take place.

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:

Discord, Email, and Microsoft Teams will be the primary means of communication.

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

Decisions will be made by coming to a group consensus, if that is not possible then a vote will be taken, with the majority vote being the final decision. We will lay out a list of pros and cons and make a logical conclusion as to which approach we will take.

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?):

Agendas for meetings will be set by a different member each meeting to share the workload for the upcoming deliverable and relevant group topics. The member that sets the agenda will ensure that the team remains on schedule throughout the meeting.

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?):

Meeting notes will be posted on discord for ease of access. Online meetings will be recorded and posted in the discord group as well.

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.):

The standards for the project will be based on the available rubrics with the aim of achieving an A on each assignment. Each individual is expected to contribute equally and consistently, verified through the task planners set on Wrike that will keep each member aware and accountable of their expectations.

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

Each team members contributions will be audited by at least 2 other members of the group before submission. This will ensure that the groups standards are met for all work.

Team Participation

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

The team will meet at least once per week to give updates on progress, and to ensure work is dispersed in a fair manner among the group. If there are any issues with cooperation/distribution of work, they will be discussed in these meetings to come to an agreement.

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

Team members are encouraged to share their ideas and expand on other's ideas to open a dialogue of give and take. Efforts will be made to include ideas based on a consensus reached by the team.

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

The team will be regularly checking the Wrike Gantt Chart and checking in on other members responsible for each task to make sure everyone is doing their assigned work. Team members should check the Wrike Gantt chart at least one time each week, although more is encouraged.

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

Leadership roles will be shared informally among the group members to ensure everyone feels valued and the opinions of all group members can be taken into account fairly. This also allows those that are more knowledgeable in a certain subject to lead that specific part of the project.

Personal Accountability

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

Attendance at all meetings is expected from each group member, unless they have informed the group of their absence.

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

Each team member is expected to fulfill their given responsibilities on time. If there is the potential for a deadline to be missed it will be communicated with the other team members as soon as possible.

3. Expected level of communication with other team members:

The expected level of communication should be that everyone always has up-to-date information on the progress of other people's objectives. Team members should communicate with the group, updating them with progress at least once a week.

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

Team members are expected to be active in all meetings, to be committed to sharing ideas, engaging in discussion, and completing assigned work on time. Members are expected to be at all group meetings, however, if not available for a meeting, that member is responsible for reaching out to catch up with what was completed during that time.

