

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 # A Team # 1 Team Name Dismiss

Team Members:

- 1) Gabrielle Chénier
- 2) Darrien Chen
- 3) Hannah Knipe
- 4) Quan Luu
- 5) Rusafi Kamal

Team Procedures

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

Tuesday : 2:00pm-4:00pm
Thursday: 11:30pm-1:00pm

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:

Teams

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

Majority vote

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?):

We'll be using Trello to keep track of all of the tasks and assignments and their due dates. The role of setting up the agenda is going to switch every week in order to get everyone equally involved.

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?):

We'll be rotating that role every week. The notes will be recorded on Google Doc in a shared file. The agendas will be recorded there, as well as on Google Docs for future reference.

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.

The roles for the first week (we'll switch every week):

Rusafi - P
Gabrielle - E
Quan - D
Darrien - R
Hannah - Q

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 there's a conflict we'll make sure to discuss the problem with the whole team and resolve the conflict in a peaceful and polite manner. We'll also make sure to take into consideration the opinions of every team member.

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.):

In terms of project standards, we want to ensure that our project fulfills the first step, which is making sure that it meets all the criteria to be considered a finished product. This is the first step since it is more time consuming and requires more effort. We plan to focus on quality once we have the first step done, and during that process we will make sure that everything is well-thought as well as can be classified a professional deliverable. This will be the same for everything we are required to do as a team; presentations, documentations, and more.

2. Strategies to fulfill these standards:

Checklist

- Creating a checklist will keep the team organized, knowing what goals are accomplished and goals still in progress

Continuous Monitoring

- Daily check ups with the group will help keep the team in the loop. This is essential, as we can keep everyone responsible and in track of what they need to accomplish

Quality Assurance:

Testing of the prototype should be constant, to be able to identify errors and fix them as fast as possible. This will help us know we are on track with our criteria

Team Participation

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

First, we would clearly define each team member's tasks and set of goals. We would make sure that each member of the team is aware of their specific responsibilities. We would also divide the project into manageable tasks according to the skills of each team member. Trello will also be used to show each individual assignment and their deadlines.

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

We would start by inviting everyone to team meetings to encourage ideas from all team members. We'll make sure that everyone feels comfortable sharing their ideas and their opinions without fear of being judged. By switching roles every week, we will also get a range of ideas from the whole team.

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

As a team, we collectively decided that for keeping on tasks, we have to prioritize our goals. Focusing on what is more important first or the larger tasks, and dividing specific tasks to each members. As well, we set deadlines, and for everyone to try and meet the deadlines on time.

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

During our first meeting, we made a clear note that even though we are a design team, we are all friends of one another. This puts a positive picture, allowing for more confidence and focus on the project. In terms of leadership, we do not expect someone to have total control over others, but we want everyone to take responsibility of their assigned tasks and collaborate in a friendly manner.

Personal Accountability

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

Everyone is expected to attend every meeting with a couple exceptions. We also expect every team member to be punctual. We'll also make sure that everyone participates and contributes equally during the team meetings by setting specific tasks for each member to accomplish.

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

Teammates are expected to fulfill team assignments to the best of their knowledge, with creativity, empathy, diligence and patience. Teammates are expected to complete assignments one day before the deadline, in order to review the assignment and fix any issues, ultimately, to have some leeway. Additionally, teammates should communicate any problems or unavailability to the group at least 3 days (72 hours) in advance, in order to adjust tasks and roles in the current assignment and the next.

3. Expected level of communication with other team members:

Our standards for communication is that we expect everyone to give insight and their perspective before we make a group decision about the project. We expect our team to give regular updates on their progress in our team ms channels. Our goal is for no one to shy away and be able to voice their opinion in a constructive feedback manner. All our team members are expected to document their notes, so other members will not be lost on our progress.

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

Our standard for level of commitment is to put as much effort into the work. We discussed that each members should take ownership for their part of the team, as their effort reflects the marks of all team members. As well, active commitment is needed, meaning a team meeting minimum once a week is required.

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:



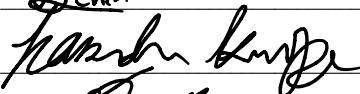


In the event that infractions (of any of the obligations of this team contract) were to occur, all team members must communicate their thoughts on the subject and any possible solutions to the problem, in the Teams app or during a meeting. If necessary, an emergency meeting will be held to discuss the issue.

In case of an emergency and a member is not able to fulfill their responsibilities for valid reasons, teammates will equally divide the remaining work between the other 4 members. For the next assignment, the workload of that member will be raised appropriately to compensate for their absence.

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

In the event that the infractions continue, systems will be put in place to help that member overcome the issue. Additionally, 1 on 1 talks or conversations will be made. Our team must maintain a positive and optimistic mindset in order to overcome any difficulties. If further problems arise, teammates will inform the TA.

- 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)  date 19/09/24
- 2)  date 19/09/24
- 3)  date 19/09/2024
- 4)  date 19/09/2024
- 5)  date 19/09/2024

* This template was adapted from

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