

Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures
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, and (d) specify the exact time and exact place for completion or submission of each task. 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 Blackboard.

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 #A02

Team # 6

Team Members:

- 1) Jieying Yang
- 2) Zeyad Abu-El-Quran
- 3) Jeanne Delluc
- 4) KC Ezirim
- 5) Sean Vedachellam

<h2>Team Procedures</h2>

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

- Sunday at 11 am (Ottawa time)

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, announcements, updates, reminders, problems:

- Discord

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?):

- Wrike will be used to plan our tasks. We will plan it when we meet. We will try to remind each other and keep our tasks planned on paper just to be able to visualize them. We would all be responsible for following the agenda. Each member is responsible for his/her tasks getting completed on time. To keep track of team meetings we just have to trust each other

to show up for team meetings on discord every Sunday at 11 am, where we will be planning our tasks and assigning them to each other via majority vote.

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 will use a google document that is shared between the whole group. This document will keep a record of who is responsible for what task and will allow our team members to keep giving each other updates, whenever we get something done and if we need help on something... and so on.
- BUT initially, we will plan things via weekly meetings on Sunday at 11 am (Ottawa time).

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.):

- We should expect each other to finish the tasks for the time we set them to be due. (each task holder must give the team an estimate of how long this task will take her/him to get done.)
- When a person takes longer than expected, said person must notify the team via, email or discord or the google document that we have previously mentioned.
- When working on an idea or project, the person responsible for it should get others' opinions (this will make it a more collaborative work and will give more to work with).
- When a person takes responsibility for a task they should display their "sub-ideas" and plans for that specific task and ask the team for their opinions on his/her approach.
- When a person is struggling with his/her task they can ask team members for help and the team members can volunteer to help. HOWEVER, each person is still responsible for finishing the task that they've been assigned.

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

- Forming a team trust, and having good communication (giving updates, asking for help when possible...)
- Trying to stick to the deadlines that we set for each other.
- And again making sure we keep each other updated, whether it be when finishing a task or being behind on one or asking for help, or mentioning that it's a struggle and might be too big of a task for 1 person.... And so on.

Team Participation

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

- Voting on who gets what task and keeping each other updated to make sure that each person gets the task better suited to them and their abilities. Also as the work goes on we can see what each person spent while doing tasks and that will give us a scale of their capabilities and also how much they've done in the past. (If they've done a lot in the past then maybe next time be assigned an easier task and vice versa)

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

- When we have our team meetings we need to make sure that we all participate in the ideas that we share and that no one is too quiet. We need to make sure that the quiet people are called upon to share their ideas, this is teamwork and should be treated as such. And whenever an individual shares an idea, we have to discuss it and share our ideas towards it, as it may have potential that the rest of the team doesn't yet see.

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

- Again, we will keep each other updated through the google document that will set what task every person is responsible for. (Use it as both a calendar with set due dates for each person and as a newsletter that we can all read and edit with our own updates whenever we want, to see where the project is at). Making sure we also don't go too off-topic, to make sure that we keep talking about the actual project that the team is working on.

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

- We are all equals as we will be voting towards every team decision. (SHARED)

Personal Accountability

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

- We are all expected to show up to the team meetings at the weekly set time of 11 am on Sundays. (They should let us know beforehand if they will be missing it, and if they do we as a group we will try to adjust and meet at a time suited for them, if not possible then we will split the work and tasks as usual by majority vote, and the person(s) missing the meeting will take the work that is not taken by anyone. HOWEVER, the work shall still be split in an equal and fairway). Anyone missing the meeting is still responsible for doing a task and should find out as soon as possible what that task is. A reminder that everyone's tasks will be written down on the google document with their expected due date to be done, this will be done even for the person missing the meeting for whatever reason.

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

- We need to make sure to finish our tasks on the due date we set for ourselves so that we can discuss them before our next meeting and see if we need to edit whatever we've done. We also have to form a trust between each other so that we can all relax and not think too much about the other person's work and be able to think about our own work. Each person is responsible for the things they are assigned and the due date it's set for. (again, we must be realistic with ourselves).
- Advice: Plan all your tasks of the week (for every course), and see what you'll be doing each day, and see where you can fit your own work for this project. This will make it easier for you to visualize the work you have for that week and will reduce the stress when everything is planned beforehand. Set your due dates and every day just stick to the work that you assigned for yourself.

3. Expected level of communication with other team members:

- Expected to meet weekly on Sundays at 11 am.
- Expected to give updates on the google document that will be set up.
- Expected to give a heads up if an individual is late on a task, or if they will be missing a meeting.

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

- Must trust each other, otherwise, this wouldn't work
- We have to stick to our deadlines.
- Voting every meeting that will assign tasks.

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:

- If anyone violates the contract, then we have to notify them ASAP to get their work done.
- If one would fail then everyone does.

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

- If the member is doing absolutely nothing then we would contact the prof/TA as a team, but before contacting the prof, we would give the student a heads up to give them a chance to catch up.

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.) Sean Vedachellam, date: 09/19/2021

2.) Jieying Yang (Date: 19th September 2021)

3.) Jeanne Delluc, September 19th 2021

4.) Zeyad Abu-El-Quran (Date: 19th September 2021)

5.) KC Ezirim. Date (September 19th 2021)

* This template was adapted from [https://cns.utexas.edu/images/CNS/TIDES/teaching portal/Team_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching_portal/Team_Contract.doc)