

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 # F00

Team # 11

Team Name: WAVAC

Team Members:

- 1) Andrew Bettin
- 2) Wesley Savage
- 3) Connor Rennie
- 4) Andrew Walisser
- 5) Vidvath Tanjore

<h3>Team Procedures</h3>

1. Day, time, and place for regular **team meetings**:
8:30 pm Wednesdays.
1:00 pm Fridays.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Communication among team members will occur through Microsoft Teams, Snapchat, in-person meetings, and Instagram.

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

Decisions will be made by having a team discussion, which will be followed by 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?):

As mentioned earlier, team meetings will be held twice a week. The agenda for these meetings is as follows:

1. **Review of Work:** Each team member will provide a brief update on the work they have completed during the week. This will ensure that all members are informed about the current status of the project.
2. **Comment and Critique Session:** Every team member will have the opportunity to provide feedback on the work completed by others. This will also serve as a time for team members to share their opinions and ideas regarding the project.
3. **Brainstorming and Planning:** This time will be dedicated to generating ideas for future tasks and assigning responsibilities among team members.

It is the responsibility of each team member to ensure that team meetings are added to their schedule and that they attend all meetings without requiring reminders. If a member is unable to attend a particular meeting, they must notify the team via Microsoft Teams. Additionally, any changes to the meeting schedule must be communicated through Microsoft Teams.

During meetings, it is common for discussions to occasionally veer off topic. While informal conversations are important for building relationships within the team, they can be counterproductive to the project. Therefore, while there should be space for general discussions, each team member must ensure that the majority of the meeting time is focused on project-related matters. Every member is responsible for keeping the meeting on track, ensuring that the agenda is followed, and notifying the team if they believe time is being wasted.

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?):

An appropriate amount of time will be allocated to each item on the agenda. Team members will take turns recording discussion notes in an online Word or Google document, which will be shared with all members via Microsoft Teams. Additionally, the specific agenda for each meeting will be posted on Microsoft Teams prior to the meeting.

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 5 members														
			Semester Week											
Name	Role	Responsibilities	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12
Connor	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Andrew W	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Andrew B	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Wesley	Report writer & Markete r (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
Vidvath	Quality Controll er (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?

In the event of any conflicts or disagreements among team members, a team meeting will be held to address and resolve the issue. If the team is unable to reach a resolution, the Project Managers or Teaching Assistants will be consulted for assistance.

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.):

All project deliverables will meet high-quality standards. This will be achieved by allocating sufficient time to each task, ensuring that assignment requirements are clearly understood, and producing written work that is clear, coherent, and free of grammatical errors.

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

The steps outlined earlier will be followed to ensure the team produces work of excellent quality. All team members will be held accountable for the quality of their work. Repeated failure to meet deadlines or produce written work with poor grammar will necessitate consultation with the Project Managers and Teaching Assistants.

Team Participation

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

As mentioned earlier, collaborative discussions and meetings will be held to delegate tasks equitably and efficiently. Tasks may also be assigned based on each individual's strengths and weaknesses. This approach will ensure that everyone is comfortable with their responsibilities and that the work is completed within the designated timeframe.

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

Discussion and brainstorming boards will be created to ensure that everyone's ideas and opinions are considered for various aspects of the project.

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

Each team member is accountable for completing their assigned tasks for the week. The details of each task will be posted on Brightspace or Microsoft Teams. Team members are expected to follow these instructions and seek clarification from other team members or from the Project Managers and Teaching Assistants when necessary.

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

Leadership in the team will be shared.

Personal Accountability

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

All team members are expected to attend every meeting on time. In case a team member is unable to attend, he/she must notify the team via Microsoft Teams.

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

All team members are expected to complete their tasks within the specified time, following the assignment instructions and seeking clarification when necessary. Additionally, if a team member is unable to complete the task on time, they must notify the team and the TAs/PMs via email or Microsoft Teams.

3. Expected level of communication with other team members:

All team members must respond to emails and messages via MS Teams, email, etc., in a timely manner, irrespective of the day.

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

All team members are expected to commit to the project and their specific task for the week. Additionally, all team members are expected to make meaningful contributions to group discussions.

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:

For initial offences, a team discussion will be held to identify the issue and try to resolve it by considering every team member's opinion.

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

If the issue repeats, the TAs and/or PMs will be consulted.

- 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) Uma / Sam date 17/1/2025

2) Conrad Rennil date 17/1/2025

3) [Signature] date 17/1/2025

4) [Signature] date 17/1/2025

5) Vidvath date 19/01/2025

* This template was adapted from

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