

## Guidelines for Writing Team Contract\*

To prepare you for the teamwork in the real world, you will work with a team for the Fall semester. Your team will work together to complete the project.

### **Team Contract Assignment**

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 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 you should be, 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 project manager, TA or professor to resolve any conflicts so that you will have the most positive team experience possible.

# TEAM CONTRACT

GNG4120, Section # c

Team # \_\_\_\_\_

## Team Members:

- 1) Karim Rizk
- 2) Manit Ginoya
- 3) Vanessa Zyko
- 4) André-Marie Kabeya

<h2>Team Procedures</h2>
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1. Day, time, and place for regular **team meetings**:
  - a. Every Saturday from 3pm-5pm at CRX or SITE study rooms upon required.
2. Preferred method of **communication**(e.g., e-mail, cell phone, wired phone, brightspace discussion board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
  - a. Facebook Messenger for conference and cell phone as backup or emergency contact.
  - b. Shared Google Team Drive for all relative file shares and editing. Email will be used for individual communication as well.
3. **Decision-making policy**(by consensus? by majority vote?):
  - a. Large decisions should be made through majority vote.
  - b. Decisions within an assigned task will be made by the members responsible for the task
    - i. If a decision cannot be reached within a task group, the entire team will be consulted and will then vote on the problem.
  - C. Consensus would be rather difficult especially with team members that could have clashing personalities.
  - D. Ties can be settled by debates.

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?):
  - a. Each week's meeting will be lead by one team member, which would rotate through the team members and change every week.
  - b. The agenda for each meeting will be preferably be set within the group chat at least one day in advance of the meeting.
    - i. If a consensus could not be made in the group chat, the meeting leader will be tasked with creating a meeting outline.
  
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?):
  - a. We use a Google Sheet to keep track of our tasks and due dates.
    - i. Each task will be assigned to specific members and have a specific due date.
      1. Large tasks will also have subtasks that divide up task and can also be assigned to individual people.
    - ii. Conditional formatting will be used to track progress and due dates
  - b. Taking notes during a meeting would be tasked to the meeting leader, which will add a condensed version of the notes to a Google Docs file in our Google Team Drive.

## 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.):
  - a. A realistic level of quality for team presentations would be one where all members participated by giving everything they got, in accordance with their fields of study and abilities. We all discuss and analyze all the ideas we could have before finally settling on the ones that make everybody happy. We'll also try to see what everybody has done individually and add as much as possible if there's anything to add.
2. **Strategies** to fulfill these standards:
  - a. Encourage sharing of ideas from all members of the team, cause any idea received represents an excellent one, no matter how crazy it might be.

### Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
  - a. Find everybody's strengths in their respective area or field of study, as well as be aware of what could potentially be their weaknesses in order to assist them whenever needed.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - a. Open discussions, always invite everybody to share what they have in mind as much as possible, with one final goal: put everything together in order to reach the final product.
3. Strategies for keeping on task (task maintenance):
  - a. Split bigger parts of work into smaller and equivalent parts for all team members, to make sure that nobody feels like they've got more to do than everybody else.
  - b. Always check progress of all team members during every meeting, in order to start planning the next steps.
4. Preferences for leadership (informal, formal, individual, shared):

- a. Shared leadership is better because everyone has to agree on what we will do for the project.

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - a. All members are expected to attend all scheduled meetings.
  - b. If cannot make the meeting, they should tell in advance.
  - c. All team members should actively participate in decision making and brainstorming.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - a. All team members are required to complete their individual tasks before the assigned deadline.
  - b. When needed a team member should ask for help or clarification/guidance.
3. Expected level of communication with other team members:
  - a. Confirm and clarify your assigned tasks with other team members to avoid miscommunication.
4. Expected level of commitment to team decisions and tasks.
  - a. Assigned task should not be completed just for the sake of completing a task.
  - b. Finished work must meet the standards established by the whole team.
  - c. All team members should participate in decision making and vote without bias.

<h3><b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b></h3>
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1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:
  - a. If an infraction is declared severe by any member, the team should discuss the consequences of the infraction. A three-strike system should be put into place.
2. Describe what your team will do **if the infractions continue**:

- a. It should be fair for the team to give a lower score to a member with continuous infractions during the peer evaluation report. In a severe, the remainder of the team reserves the right to vote regarding the membership of the individual(s) with continuous infractions.

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- 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) Vanessa Zyko  date12/01/2019

2) Karim Rizk  date12/01/2019

3) Manit Ginoiya  date12/01/2019

4) André-Marie Kabeya  date12/01/2019

\* 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)