

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 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

GNG2101, Section # 2101

Team Members:

- 1) Matthew George
- 2) Jonah Philip
- 3) Aisven Devanand
- 4) Rayhan Karim
- 5) Gavin Garfinkel

Suggested Projects:

- 1st choice: Soft Cervical Collar
- 2nd choice: _____
- 3rd choice: _____

Team Procedures

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

Saturday, 2:30 to 3:30, virtual meeting (Teams)

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:

We will be using Instagram and Teams to communicate.

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

All decisions will be made 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?):

Communicate beforehand if someone cannot attend or if the meeting needs to be moved from its planned time slot.

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?):

Create a document and record the key points of each meeting. The documents will be kept in a Microsoft OneDrive folder. A member will be assigned as the note taker for the meeting minutes and rotate every week. The meeting minutes will be saved in the shared OneDrive folder and be disseminated to the members in the group chat by the note-taker. The note-taker order will be Matthew – Jonah – Aisven – Rayhan – Gavin. The first meeting took place on September 15th, 2024.

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.):

Do our absolute best to put forward the highest quality product and presentation possible.

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

- Commit to the meeting times
- Work every week in manageable installments, don't procrastinate
- Communicate feelings/ideas right away so the team can come to equitable conclusions efficiently

Team Participation

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

Clear outline and assignment of tasks in writing, located in the OneDrive folder.

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

Listen to others and keep an open mind to new ideas and thoughts.

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

Set goals, remind each other, and set time limits.

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

Informal

We will adopt an informal leadership style, as we believe it is the most effective style in this type of project.

Personal Accountability

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

Everyone is expected to communicate if they are unable to come or participate in any meetings

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Divide each deliverable into equal tasks and expect each to finish their part. If a group member cannot complete their task on time or correctly, communicate with the rest of the group to keep them aware so another member can finish the part. Each member should do a quick review to ensure every part is completed before submitting the deliverable.

3. Expected level of communication with other team members:

Lots of communication is expected, let team members well in advance and as soon as possible if there are any issues. Everyone should try their best to participate at least once in each meeting.

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

Everyone must be involved in the decision-making process, as we will take a vote on problems that arise that cannot be concluded by consensus. Everyone must be involved in the design and build process to ensure everyone is keeping up with the project.

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:

First, talk to the team member and get a better idea of the situation, then work with the team member to create an action plan to get up to speed.

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

If there are continued infractions, then we will escalate the situation to a TA or PM.

- 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.*

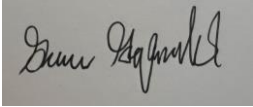
1) Matthew George  date 2024/09/10

2) Jonah Philip date 2024/09/10



3) Aisven Devanand  date 2024/09/10

4) Rayhan Karim  date: 2024/09/10

5) Gavin Garfinkel  date: 2024/09/10

* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc