TEAM CONTRACT

GNG1103, Section # F01   Team # F13

Team Members

1. Bilal Siddiqi – Communications and Deliverables lead
2. Tiantian Wang – Meeting lead
3. Kaden MacCrimmon – Data lead
4. Alex Laver – Schedule lead
5. Remi Thomas-Richard – Task lead

Team Procedures

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

Every Saturday from 11a.m.-12p.m. on Microsoft Teams.

2. Preferred method of **communication** in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Regular communications regarding project discussion, updates, and reminders will occur on Instagram messenger. Meeting invitations will be sent through Microsoft Teams.

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

The team must reach a consensus for all decisions regarding the project. If a consensus is not achieved immediately, the matter will be discussed at the next team meeting until all parties agree.

4. Method for setting and following **meeting agendas**:

Meeting agendas will be created and distributed by the Schedule lead no later than 24 hours prior to the start of the meeting. Agendas will be posted to the team Wrike account, as

well as attached to the Microsoft teams meeting listing. The Meeting lead is responsible for following the agenda throughout the meeting, and is responsible for keeping the team on track.

5. Method of **record keeping**:

All meeting will be recorded through Microsoft teams, the audio recording of each meeting will be uploaded to Wrike along with meeting minutes no later than 48 hours following the completion of the meeting.

Team Expectations

Work Quality

1. **Project** standards:

All project work and deliverables must be clear, concise, and coherent. All attempts must be made to ensure all deliverables adhere to the highest level as set by the GNG 1103 course outline and the corresponding grading schemes.

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

If a team member is having difficulty with one of their assigned tasks, the member will inform the team immediately. All efforts will be made to assist the team member with the task, if no team members offer their assistance, the Task lead will assign a second team member to the task.

Team Participation

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

Tasks will be distributed by the Task lead, who is responsible for distributing tasks evenly between all members, including themselves. If any member feels there is an unequal distribution of tasks, they are responsible for raising the issue at the next team meeting. If this occurs, the team will discuss the matter until a consensus is reached.

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

The team will maintain an idea board, to which members can iterate their thoughts and ideas surrounding a certain task. New additions to the idea board will be discussed at each team meeting.

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

Each team member is responsible for scheduling individual time to complete their assigned tasks. The Schedule lead will regularly communicate with each member between team meetings to discuss the progress of tasks and identify any constraints.

4. Preferences for **leadership**:

Team leadership will be shared. Each team member will lead the team in their designated area. The Communications and Deliverables lead is responsible for issuing meeting minutes and for the submission of all project deliverables. The Schedule lead is responsible for maintaining the schedule on Wrike, and for tracking the progress of tasks. The Data lead is responsible for organizing the data obtained throughout the project and for organizing time to analyze and discuss results. The Meeting lead is responsible for maintaining meetings, including following agendas and keeping the team on subject. The Task lead is responsible for evenly distributing tasks to all team members.

Personal Accountability

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

All members are expected to attend every team meeting on time and participate throughout. Late attendance of more than 15 minutes will be recorded as an infraction. Absence in a meeting without any prior communication is considered a major infraction.

Each member will review the distributed meeting agenda prior to the start of the meeting and will participate in discussions for all items.

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

Each team member is responsible for their assigned tasks, this may include collaborating with another team member or third party. The assigned individual is responsible for the

completion of the task by its designated due date and time. If a task is not completed by its designated due date and time, this will result in an infraction to that member. Completion of major tasks including project deliverables on time is required, failure to complete a major task on schedule will result in a major infraction.

The progress of major tasks will be tracked on a continuing basis to confirm the work is on schedule to be completed by its assigned due dates. The progress schedule will be updated on at least a weekly basis.

3. Expected level of **communication with other team members**:

High levels of communication is expected by all team members at all times. Every member is required to communicate immediately if any conflict or issue arises with their tasks, they are also expected to communicate task progress at each team meeting. Scheduling conflicts must be communicated as soon as a member is made aware of the conflict.

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

A high level of commitment is required by all members. Each member will contribute to any decision making and procedures. Members will be fully committed to completing the design project to the desired needs of the Client.

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 a team member commits an infraction, the team will discuss why the infraction occurred and will supply suggestions or help to ensure the issue does not continue. Members are encouraged to ask for help with completing a task or if they anticipate issues that may lead to breaking an obligation described in this contract.

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

If a member commits 5 or more infractions, or 1 or more major infractions, the member will be issued a warning, and thorough discussions will take place between the team to identify the problems and come up with solutions. If infractions continue, the team will inform the Project Manager and will arrange a meeting to discuss the actions of the member.

Team members are made aware that infractions will be recorded and will be considered during the peer review of that member.

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 By signing this contract you agree to the following:

 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. BILAL SIDDIQI   date January 21, 2023

2. TIANTIAN WANG   date January 21, 2023

3. KADEN MACCRIMMON   date January 21, 2023

4. ALEX LAVER   date January 21, 2023

5. REMI THOMAS-RICHARD   date January 21, 2023