

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 # B03 Team # 14 Team Name _____

Team Members:

- 1) Nimet Kurnaz
- 2) ___Micheal Steane__
- 3) Alex Roth
- 4) ___AJ Whitney_____
- 5) _____

Team Procedures

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

Team meetings will be scheduled based on the workload. In-person meetings are set for **Fridays at 11:30 AM**, with adjustments made as necessary depending on project demands.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

The team will primarily communicate via **cell phone/iMessage/email**. When more detailed discussions are needed, we will use **in-person meetings**.

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

Decisions will be made by **majority vote**. Team members are encouraged to share their ideas, which will then be evaluated collectively before deciding on the best course of action.

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?):

The **project manager** for the week will be responsible for setting the meeting agenda and ensuring the team follows it during the meeting. Team members will be notified of the agenda in advance, and the project manager will keep the team on track during discussions.

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?):

The **project manager** will record and disseminate the meeting minutes. Minutes will be documented immediately after the meeting and shared with the team via a **shared document** to ensure everyone stays updated. All agendas and minutes will be stored in the shared document for future reference.

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.

Link for the [Role Rotation Matrix](#). In the first week of the project preparation Nimet Kurnaz will work as DQ, Alex Roth (E), AJ Whitney (P), and Micheal Steane (R). Each week, team members will switch roles according to the matrix, ensuring balanced involvement in various responsibilities.

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 conflicts within the team, the issue will first be addressed during a team meeting where all members will have the opportunity to discuss and resolve the matter verbally. If a resolution cannot be reached through open discussion, the team will proceed with a decision made by a **majority vote** to determine the appropriate action to resolve the conflict. This approach ensures that all voices are heard and that decisions are made collectively and fairly.

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.):

It is important to maintain high level of quality so that the team will act professionally such as the presentations will be visually appealing with the help of every team member. Collaborative writing will be free of errors and direct. Individual message will be delivered on time accurately written with references. Peer reviews will help team members to improve their work with being constructive.

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

To successfully meet the standards outlined above, team members will maintain consistent and clear communication with each other. Tasks will be assigned to each member with clear responsibilities, ensuring they are completed successfully before the deadline. We will utilize the project management tool **Trello** to schedule tasks, track progress, and streamline the overall workflow throughout the project. This will help keep everyone organized and ensure the project stays on track.

Team Participation

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

At the end of each meeting, tasks will be distributed based on team members' availability and strengths, ensuring that everyone takes on a fair share of the work while considering individual capabilities.

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

We will compile all ideas shared by team members and evaluate them by creating a pros and cons list. This collaborative process will help us identify the best ideas while ensuring everyone's input is considered.

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

Team members will regularly remind and support each other to stay on track. We will use gentle prompts and check-ins to ensure tasks are completed in a timely manner.

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

We prefer a shared leadership approach, where responsibilities are distributed among team members and decisions are made collaboratively.

Personal Accountability

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

Attendance at the Friday meetings (11:30–12:20) is mandatory for all team members, unless prior notice is given. Active participation during meetings is also expected, with each member contributing ideas and updates on their tasks.

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

Each team member is responsible for completing their assigned tasks with a high level of quality and submitting them at least 4 hours before the deadline to allow time for peer review and necessary revisions. Members are expected to manage their time effectively and meet all agreed-upon deadlines.

3. Expected level of communication with other team members:

Team members are expected to respond to texts or emails within 24 hours to ensure smooth and timely collaboration. If a member anticipates a delay in communication, they should inform the team in advance to avoid misunderstandings.

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

All team members are required to actively participate in discussions and voting on important decisions. Full commitment is expected when carrying out team tasks, with everyone contributing equally to ensure the project's success.

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 any team member fails to meet the obligations outlined in this contract, the issue will first be addressed verbally. Later on, it will be addressed through peer reviews conducted at the end of the project since constructive feedback will be provide to help the member improve their performance and accountability.

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

If infractions persist despite verbal warning, the team will escalate the issue by involving the teaching assistants. Depending on the severity, we will discuss possible consequences, including more serious actions such as potential removal from the group.

- 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) Nimet Kurnaz  date Sep 20, 2024

2) _____ Michael Steane _____ date _____ September 20, 2024 _____

3) *A. Roth* date September 20, 2024

4) _____ *AJ Whitney* _____ date _____ Sept 20, 2024 _____

_____ date _____

* This template was adapted from

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