Guidelines for Writing Team Contract

To prepare you for teamwork in the business world, you will be assigned a team for the semester. Your team will work together to complete the collaborative projects in MATH 115B this semester.

Rationale

According to concepts from Organizational Behavior, there are five stages of team development: forming, storming, norming, performing, and adjourning. During the <u>forming</u> stage, teams tend to communicate in indirect polite ways rather than more directly. The <u>storming</u> stage, characterized by conflict, can often be productive, but may consume excessive amounts of time and energy. In this stage it is important to listen well for differing expectations. Next, during the <u>norming</u> stage, teams formulate roles and standards, increasing trust and communication. This norming stage is characterized by agreement on procedures, reduction in role ambiguity, and increased "we-ness" or unity. These developments generally are precursors to the <u>performing</u> stage, during which teams achieve their goals, are highly task oriented, and focus on performance and production. When the task has been completed, the team <u>adjourns</u>.

To accelerate a team's development, a team contract is generated to establish procedures and roles in order to move the team more quickly into the performing stage. This process of generating a team contract can actually help jump-start a group's collaborative efforts by immediately focusing the team members on a definite task. The group members must communicate and negotiate in order to identify the quality of work they all wish to achieve, and the level of group participation and individual accountability they all feel comfortable with.

Successful team performance depends on personal individual accountability. In a team environment, individuals are usually effectively motivated to maximize their own rewards and minimize their own costs. However, conflicts can arise when individualistic motives or behaviors disrupt team-oriented goals. For example, conflict can stem from an unequal division of resources. When team members believe they are receiving too little for what they are giving, they sometimes reduce their effort and turn in work of lower quality. Such "free riding" occurs most frequently when individual contributions are combined into a single product or performance, and individual effort is perceived as unequal. At this point, some individual team members may take on extra responsibilities while other team members may reduce their own efforts or withdraw from the team completely. These behaviors may engender anger, frustration, or isolation—resulting in a dysfunctional team and poor quality of work. However, with a well-formulated team contract, such obstacles can usually be avoided.

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 to your 115B instructor.

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. 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 instructor, TA, or preceptor to resolve any conflicts so that you will have the most positive team experience possible.

TEAM CONTRACT

GNG1103, Section # B03   **Team # 2**

Team Members:
1) Aisven Devanand_____

2) Yasser Al Zalak_____

3) Tatiana Tomas-Zahhar_____

4) Tasfiq Hossain_____

Team Procedures

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

   Tuesday, 7pm, Zoom

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

   Instagram/Zoom, Email, Trello

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

   Voting

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?):

   - Aisven (setting agenda and keeping to the topic) with Trello
   - Writing in booklet/Google Docs, Email

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?):

   Yasser will be writing in a booklet/Google Docs to keep track of the project

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.?):

   To the best of our abilities, helping others after finishing our own task

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

   Divide and Conquer (and help other when they have a lot on their plate)

Team Participation

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

   Trello (Give tasks and color code them by importance for each member)

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

   ● Being open/listening to all ideas even if we disagree
   ● Having everyone come up with at least 5 ideas for the project

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

   ● Minimizing distractions;
   ● Having someone making sure everyone stays on task;
   ● Encouraging each others

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

   Shared

Personal Accountability

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

   All members are expected to attend every meeting and be on time (they must give a reason for their absence or delay); there will be leniency in special cases. All members are expected to contribute to group discussion and vocalize their opinions.

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

Follow deadlines closely but allow for some flexibility (in case some tasks end up taking longer).

3. Expected level of communication with other team members?

   Answer/Reply to other team members within a couple of hours.

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

   Don't sabotage and stay true to your words.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

   - Strike 1: Talk to the person, see if there is anything stopping them from communication, doing work or other.
   - Strike 2: The person will be given more or less work depending on the type of infraction (personal matters or laziness)
   - Strike 3: Write a flattering haiku for each person in the group and submit it as a PDF
     - And they will be reported (as written in Q2)

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

   Report to the TA/PM/professor

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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)   Date: 2020/09/22
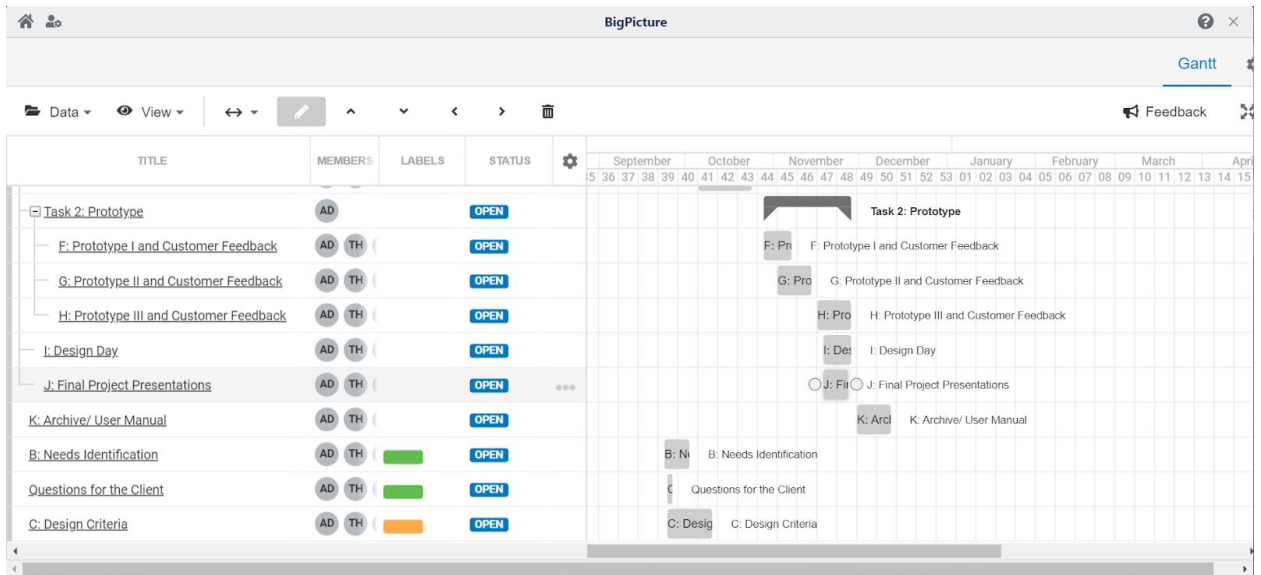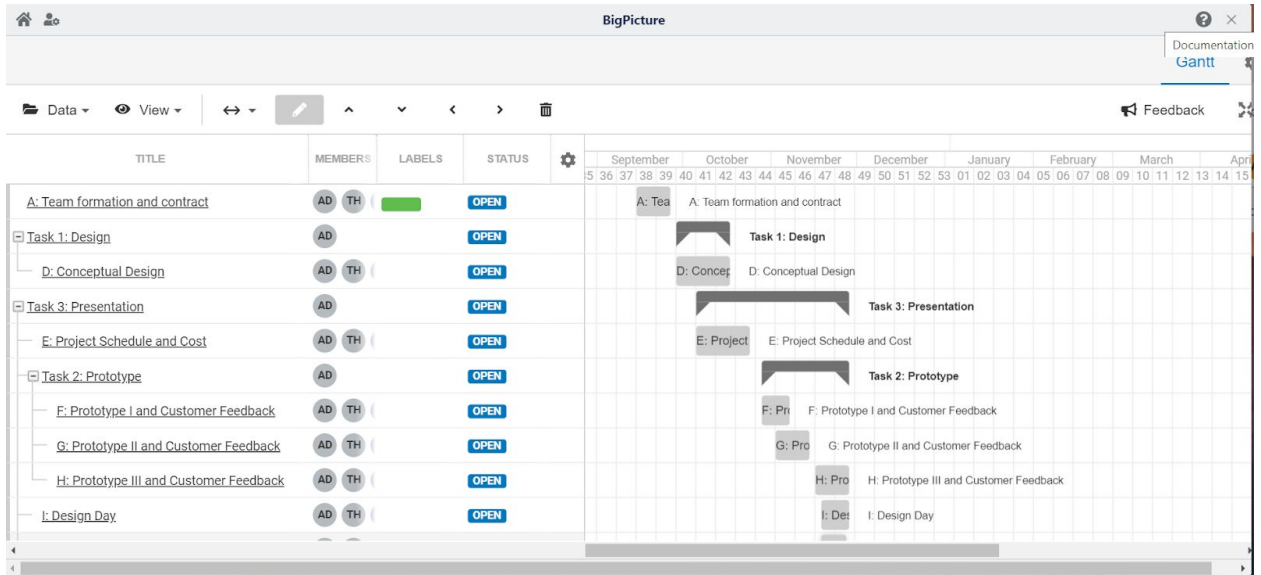
2)   Date: 2020/09/22

3)   Date: 2020/09/22

4)   Date: 2020/09/22

Data ▾   View ▾   ↔ ▾   ✎   ⌃ ⌄ ‹ ›   🗑   📢 Feedback

TITLE	MEMBERS	LABELS	STATUS	⚙
A: Team formation and contract	AD TH	🟩	OPEN	
Task 1: Design	AD		OPEN	
D: Conceptual Design	AD TH		OPEN	
Task 3: Presentation	AD		OPEN	
E: Project Schedule and Cost	AD TH		OPEN	
Task 2: Prototype	AD		OPEN	
F: Prototype I and Customer Feedback	AD TH		OPEN	
G: Prototype II and Customer Feedback	AD TH		OPEN	
H: Prototype III and Customer Feedback	AD TH		OPEN	
I: Design Day	AD TH		OPEN	

Timeline header: September | October | November | December | January | February | March | Apr
Weeks: 5 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15

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J: Final Project Presentations	AD TH		OPEN	•••
K: Archive/ User Manual	AD TH		OPEN	
B: Needs Identification	AD TH	🟩	OPEN	
Questions for the Client	AD TH	🟩	OPEN	
C: Design Criteria	AD TH	🟧	OPEN	

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Project ⭐ | 🎮 Team B03-2 Free | 🔒 Private | AD TH TZ YA Invite   📅 Calendar 📊 BigPicture ☁️ Butler ··· Show Menu

Deliverables ···

D: Conceptual Design
👁 🕐 Oct 15   AD TH TZ YA

E: Project Schedule and Cost
👁 🕐 Oct 22   AD TH TZ YA

F: Prototype I and Customer Feedback
👁 🕐 Nov 5   AD TH TZ YA

G: Prototype II and Customer Feedback
👁 🕐 Nov 12   AD TH TZ YA

H: Prototype III and Customer Feedback
👁 🕐 Nov 26   AD TH TZ YA

I: Design Day

+ Add another card

Other Tasks ···

Task 1: Design
👁 🕐 Oct 15 ≡ ☑ 0/3   AD

Task 2: Prototype
👁 🕐 Nov 27 ≡ ☑ 0/3   AD

Task 3: Presentation
👁 🕐 Nov 27 ≡ ☑ 0/3   AD

+ Add another card

Aisven ···

A: Team formation and contract
👁 🕐 Sep 24 ☑ 1/1
AD TH TZ YA

+ Add another card

Yasser ···

Questions for the Client
🕐 Sep 25 ≡ 📎 1
AD TH TZ YA

+ Add another card

Tatiana ···

B: Needs Identification
👁 🕐 Oct 1 💬 1

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Project ⭐ | 🎮 Team B03-2 Free | 🔒 Private | AD TH TZ YA Invite   📅 Calendar 📊 BigPicture ☁️ Butler ··· Show Menu

Yasser ···

Questions for the Client
🕐 Sep 25 ≡ 📎 1
AD TH TZ YA

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Tatiana ···

B: Needs Identification
👁 🕐 Oct 1 💬 1 ☑ 0/1
AD TH TZ YA

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Tasfiq ···

C: Design Criteria
👁 🕐 Oct 8 ≡ ☑ 0/2
AD TH TZ YA

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Finished Tasks ···

+ Add a card

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