TEAM CONTRACT

GNG2101, Section #B02 Group #25

Team Members:

1) Francois Richard

2) Ersan Shimshek

3) Devin Capaldi

Team Procedures

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

   Group meetings will be held on a Discord video chat, Zoom will be used as a back up option if Discord is not working. Our main meeting will take place every Saturday at 4:00 pm to 5:00 pm. If extra meetings are needed the teammates who are needed will pick a appropriate time that works for them.

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:

   A Discord server was created for the team to have proper video meeting, share files easily, make group announcements and Discord is on computer as well as phones making it harder to miss messages. Also, individuals in the group have decided their own way of private messaging each other i.e., Facebook Messenger.

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

   Most decisions will be made by consensus after having everyone state their opinion and discuss other teammates points of view. If after the discussion people can not agree the choice will be put to the end of the meeting and if after that it will turn into a 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?):

   Every member of the group shall take responsibility for the agenda set up on a rotating basis thus allowing for equal workload spread amounts the group. A schedule will be created to make certain each member is made aware of their turn in charge. After each meeting, the agenda for the following meeting will be discussed and uploaded to a Google doc where team members can continuously add input for the next meeting’s discussion. In addition, all meetings will be conducted within an allotted time constraint to maintain efficiency. Members will receive notifications on Discord regarding meetings. All members will be held responsible for ensuring each other's compliance with the agreed upon agenda during meetings.

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?):

   All members, on a rotating basis, will be responsible for recording the minutes to ensure fair dispersal of workload amounts in the group. In order to keep track of each member’s responsibilities, a Google Doc schedule will be created. A clear and concise procedural list will be created to ensure the minutes are taken and disseminated properly and with no discrepancies. The minutes will be in a Google Doc on the shared Google Drive. Any inquiries regarding the disseminated notes will be discussed in the Discord Server channel labeled minutes. The notes shall be disseminated on the same day as the meeting to allow for ample review time.

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 realistic level of quality for project work is what is outlined on the rubric of the current project part. Additionally, all individual research tasks will be up to each individual member as told to group based on what they can reach on their own and/or with help.

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

   The teammates who are working on the project assignment will follow to the best of their abilities what is stated on the rubric. Teammates will be encouraged and responsible for referring to the rubric as parts of the assignment are review as well as finished. Teammates who are working on the project will need to give updates on how work is going and progressing. The Gantt chart on Wrike will be looked at and updated weekly so individuals will know their jobs and important deadlines. Reaching out to someone in help or not will be encouraged.

Team Participation

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

   A list of who has done what tasks and how much they contributed to the task will be created. Member will look at the updated chart during the weekly meetings, so everyone knows who is contributing and who is not. When duties are being selected the list will be referred to so no one gets piled on with most of the tasks. For each assignment there will be a leader and their supporter to encourage cooperation with planning as well as finishing tasks.

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

   During team meetings there will be a designated time to share ideas and thoughts on how the project is going. Teammates will be needed to put their input on every task either on video chat or in writing on the Discord or comments section of Google Docs. There will also be a channel on the Discord server where teammates can post ideas about whatever they want.

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

   Setting check ins and early due dates for tasks will put pressure on the individuals working to stay on track. Having a agenda for team meetings on work times will help create a productive structure and flow. Before starting a meeting, individuals will have time to talk about not project related topics to get it out of their system before work begins. A proper non distractive workplace will be encouraged for all teammates to make.

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

   An overall individual leader will be decided during the first official team meeting, this person will be responsible for making sure meetings happen, the project is progressing properly and making notes on what needs to change or happen in the group. Team members will take on leadership roles for assignments they oversee or have a greater knowledge in.

Personal Accountability

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

   Teammates will be required to be present and actively participating in every team meeting. If an induvial is expecting to come late or not show up at all they will need to let the rest of the team know as soon as possible. In case this happens, they will need to read the meeting minutes and talk to a team member who was present. Active participation will be seen as clearly listing and talking about the current subject.

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

   The induvial who is assigned the task will be solely responsible for getting the task done, which also includes the responsibility of asking for help when needed. The parts of the team who are not working on the task are responsible for asking/ helping the person working on the task if they need help. Task will be handed out as soon as possible incase life gets in the way of completing tasks.

3. Expected level of communication with other team members:

   The team will be required to check the discord at least once a day, as to keep up to date on how the project and team is doing. Teammates are expected to get back to each other as soon as possible or at least acknowledge that the message was received. The team will need to put anything related to the project in the Discord server so everyone is updated equally. If a member has gotten back to the group in a timely manner the team will use alternate way to get in touch with the member.

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

   Once all members come to a consensus, commitment to all team decisions and tasks is crucial and must be maintained. In the case of any issue relating to the tasks and commitments, the team must reevaluate and discuss the appropriate actions that must be taken. All group members are expected to provide clear and constructive feedback when making team decisions. Disagreements will be discussed and resolved immediately when they appear in meetings.

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:

   Team members hold responsibility for keeping each other informed of the team’s contractual obligations and if any breach is performed. In the case of contract breach, depending on severity, the offender will be offered a reminder or the issue will be brought up to the team during a meeting.

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

   In the case of a continued infraction, a meeting will be held and the perpetrator will be confronted about their behaviour. If said member continues this behaviour even after the confrontation and has made no effort to stop, the administrators will be informed of the situation and asked to intervene.

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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 16-09-2021

2) François Richard date16-09-2021

3) DV date16-09-2021

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