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 a 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 # A01 **Team # P2 Team Name: JREL**

Team Members:

1) Louis-Philippe Keith

2) Emma Belal

3) Rares Constantin Serban

4) Joseph Donald Burroughs

Team Procedures

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

We will meet Tuesdays, FSS next to the plant wall at 9AM. Saturday 7pm online (Zoom).

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Group chat on Instagram, for everyday reminders and use, and file sharing via Teams. We'll debrief during meetings and set out individual and collective objectives for the week.

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

Consensus to ensure everyone has a chance to voice their opinion.

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?):

Rares Constantin Serban will keep track of everything, by keeping track of our meeting agenda, assignments and deadlines. Rares will use Excel to keep track of how many minutes we spend on 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?):

Rares Constantin Serban will keep track of everything. We'll create an Excel sheet that shows attendance through the project and keeps track of the time spent in meetings. We will meet Tuesdays, FSS next to the plant wall at 9AM and Saturdays on a virtual Zoom meeting at 7PM. Any missed meeting will have to be justified in advance.

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.

Member Role Rotation Matrix in a Project Team of 4 members														
			Semester Week											
Name	**Role**	**Responsibilities**	**W1**	**W2**	**W3**	**W4**	**W5**	**W6**	**W7**	**W8**	**W9**	**W10**	**W11**	**W12**
Louis	Designer & Quality Controller (DQ)	Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check prototype and test quality.	DQ	E	P	R	DQ	E	P	R	DQ	E	P	R
Joseph	Engineer (E)	Define product function, subfunctio	E	P	R	DQ	E	P	R	DQ	E	P	R	DQ

		ns, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.												
Rares	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	DQ	E	P	R	DQ	E	P	R	DQ	E
Emma	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	DQ	E	P	R	DQ	E	P	R	DQ	E	P

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?

We will discuss any issues we have with each other and try to reach a comprise on the problem at hand. If the problem continues after the first intervention, further actions will be taken to discourage the behaviour, such as elaborate review on the reflections.

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.?):

High quality, we will do regular meetings to make sure we are on track. Members are expected to do assigned tasks. We will all do research for the project, writing and draft preparation by Emma, everyone will participate in group presentations, group management by Rares, testing by Louis – Philippe, and coding by Joseph.

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

Open discussion and individual work in between meetings. If anyone needs help with their task other members are expected to help. Remined the team members the positive results of getting good grades and working in teams.

Team Participation

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

We will have regular discussions, and we will be using the Trello board to list off the task we are working, as well as the ones we have completed.

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

By having multiple discussions during the week all team members will have the opportunity to communicate their opinions and ideas. In addition, we will ask open questions in order to promote the sharing of ideas.

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

We all have our own area to keep track on the task. Using the Trello board to clearly outline weekly meetings, due dates, and individual tasks. Meetings will include a section of debriefing the information gathered and work completed during the week.

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

We all must be responsible for our tasks (individual leadership) and having group meetings to decide if the work is up to team standards (shared leadership).

Personal Accountability

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

Yes; we expect all the team members to show up on time on the discussed dates. Everyone should participate equally in terms of individual tasks, ideas, and review.

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

Everyone must be on time and responsible for their part of the assignment before the work is due to allow for group review of the work.

3. Expected level of communication with other team members:

If a team member experiences trouble, it will impact the team overall. We are expected to communicate with each other if we find ourselves in these situations, and will assess the problem together.

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

High level of commitment to team decisions and individual tasks. Everyone should prioritise our team projects over every other project, because the team depends on the contribution of its members.

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:

An infraction would be not to be doing your share (not showing up to scheduled meetings, be dishonest in reflections and towards members of the group). In these cases, we will inform the TA/PM and will make note of it in the Peer Reflections.

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

If these infractions continue, we will inform the PM/TA and the professor to see if we are able to have more accurate reflection of their grade.

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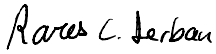
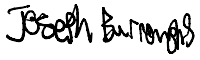
a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

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) Louis-Philippe Keith date 2024-09-20

2) Emma Belal date 2024-09-20

3) Rares Constantin Serban  date 2024-09-20

4) Joseph Donald Burroughs  date 2024-09-20

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