**TEAM CONTRACT**

**GNG1103, Section # C03 Team # \_\_\_\_\_\_**

**Team Members:**

1) Josiah\_Bigars

2) Ethan Graves

3) Austin Wu

4) Joseph Rosso

5) Gabriel Giorgi

**Team Procedures**

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

Teams meeting will be

2. Preferred method of **communication** (eg. email, cell phones, Facebook, Blackboard, Discussion Group, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcements, updates, reminders and problems:

Our team will be communicating via Discord (an online messaging and file sharing software). We will also be using Google drive to communicate/work on most documents and deliverables as a team.

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

The decisions will be made by consensus. Having a majority vote might cause issues with some team members. Through discussions will occur and a consensus will be reached.

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?):

Our team will be using Trello to keep a basic neat schedule of what we should be doing at certain times and for what needs to be finished. Our team will also be using Google sheets as a way for noting important information/times/dates. In the group chat (Discord), team members will be constantly reminded about team 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?):

Minutes will be kept by a volunteering team member every session and will be stored in a google docs page. It’s the responsibility for any team member that was absent to read through the minutes and get up to date with any changes.

**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.?):

The quality for all team presentations, collaborative writing, individual research, preparation of drafts, and peer reviews (etc), will be done very well with much effort.

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

To fulfill these standards, its recommended that every team member equally shares work and stays on top of every subject, making sure that they are completely aware of the situation and what are the next steps. It is also important for team members to make recurring updates of their progress or issues they may need help with.

**Team Participation**

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

Discussing everyone's roles and objectives during every team meeting for every deliverable will insure that every team member is satisfied with their work and what they have to do. Everyone must give in their fair share of work.

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

We will not judge others for their ideas, all ideas and creative thinking will be accepted in our team, and every team member will have a fair chance to discuss their ideas with the group.

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

Everyone will have to give a status report of what they have done and/or are currently working on every week so that we may provide help if needed or assign new tasks if wanted. It is strongly encouraged that every team member is honest with their work and if help is needed or a mistake has been made, to mention it to the group so that it may be fixed.

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

When it comes to leadership, leadership roles will be shared and individual throughout this team.

**Personal Accountability**

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

We expect that all individuals will attend meetings at the scheduled time, a time that everyone has agreed on. If a member of the group cannot meet at the regular scheduled date, it is their responsibility to read the minutes and get up to date with the group. Everyone will try their best to contribute equally to projects.

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

Everyone must respect the schedules and deadlines for given tasks. If certain deadlines cannot be met, it's necessary to alert the entire team, and find a solution.

3. Expected level of communication with other team members:

All members are expected to check in with the group and give their status report. All members will check the group chat and schedule for updates or important messages

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

All members pledge to put in an above-average level of commitment to this project and put in the proper amount of work to each task. Everyone has an opinion and a say.

**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:

Infractions here are understood to be:

* Failure to come to meetings.
* Failure to complete tasks on time.
* Failure to contribute to collaborative documents.
* Failure to put in an appropriate amount of work or thought into a task.

If an infraction occurs, the team member will be approached respectfully and talked to with the group. If changes must be made to satisfy some needs, the team will have a discussion.

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

If an infraction continues, the project manager and TA will be contacted for support and help with the situation.

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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) \_\_\_\_\_\_Josiah Bigars\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_Jan 17 2020\_\_\_\_\_

2) \_\_\_\_\_\_\_Ethan Graves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_Jan 18 2020\_\_\_\_\_

3) \_\_\_Austin Wu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_Jan 18 2020\_\_\_\_

4) \_\_\_\_\_\_Joseph Rosso\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_Jan 19th, 2020

5) \_\_\_\_\_\_\_\_\_\_\_\_Gabriel Giorgi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_January 19, 2020\_

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