

Team Contract Instructions

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 on Blackboard.

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 # E02

Team # N/A

Team Members:

- 1) Krystian Chochlinski
- 2) Muriayika Belzor
- 3) Ryan Blechner
- 4) Jared Wagner

Team Procedures

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

On campus, Mondays at 2:30pm, Tuesdays at 4:00pm, sometimes at 4:00pm Wednesday (if labs permit).

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:

Facebook Messenger group chat will be used, and if one-on-one communication is necessary, direct message (on Messenger) *or* the phone can be used. However, this should be discouraged so that everybody knows which tasks are complete or incomplete.

If the topic at hand is complicated or highly detailed, it should be discussed in person or over the phone.

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

Consensus should be used wherever possible; on topics where consensus cannot be achieved, majority vote should decide the ultimate decision.

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 team should meet by default once every week; if a meeting is unnecessary, it can be decided by consensus/vote in a group chat and the meeting for that week can be cancelled.

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?):

One person will keep track of topics discussed at each meeting, and the resolution to those topics (e.g. consensus or vote results at the meeting)

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.):

We will provide the best quality work based on the provided time, keeping in mind that, as future engineers, our work must be held to a professional standard.

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

We must recognize each other's strengths and weaknesses, and plan work accordingly around them. This will ensure that each group member is proficient at what he or she is doing.

Team Participation

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

Proper communication between members is key to keep tasks fair. During meetings or when everyone is in a group chat, we will discuss what must be done in the coming days. If a member believes that their skills are best suited for a certain task, they should volunteer to complete it by announcing it before the group. If there are any concerns about fairness of distribution, team members should not hesitate to voice any concerns.

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

Consistently meeting as a team and fostering an open-minded atmosphere will encourage team members to speak up. If one team member is not speaking their mind, they should be encouraged to share their ideas

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

The team will set an agenda at the beginning of meetings and then follow this agenda for the duration of the meeting point-by-point.

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

Positive shared leadership; members will pursue the aspects of the project they want to lead. Where this is not the case, members will decide as a group what should be done.

Personal Accountability

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

Members should attend meetings consistently; members should only miss meetings for reasons which would excuse them from an exam.

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

If members do not meet deadlines, they should explain to the group why they have not done so. If necessary, highly time sensitive tasks should be redistributed to another member who can complete the task faster.

3. Expected level of communication with other team members:

Communication should generally be completed on Messenger, so that every member sees what is going on. Members should also confirm whether they can attend meetings or not.

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

Team members should complete tasks in a timely manner (i.e. by the due date decided as a group).

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:

Small infractions should be overlooked but noted; repeated infractions should be dealt with by speaking to the team member, redistributing their work to other team members, or seeking mediation from the professor.

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

If the work of a member is consistently inadequate, incomplete or the member is constantly hindering the progress of the group, the other members will provide a harsh but fair review of the member on the peer-review sheet. If the infractions become severe, the professor will be notified as well to inform him of the group member in question.

- 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: 1/18/2019

2) 

date: 1/18/2019

3) 

date: 1/18/2019

4) 

date: 1/18/2019

* This template was adapted from

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