

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 # F00

Team # F08

Team Members:

- 1) Abdulla Albannai
- 2) Sofia Portela Granados
- 3) Kelly Shigeishi
- 4) Duncan Sheridan
- 5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
The best day and time for the meeting is Friday after 5:30 pm
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:
I would prefer that we make a groupchat on facebook to be able to communicate properly with eachother, and meet face to face if needed
3. **Decision-making policy** (by consensus? by majority vote?):
The decisions would be made by votes
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?):
We will organize our agendas in the groupchat that we will be making on Facebook, and remind eachother there as well.
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?):
Sofia will be the group's record keeper she will record everything in her notebook.

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.):

No last minute work .

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

Planing, hard work, corporation with the whole group to get new ideas.

Team Participation

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

Divide the work equally upon each memeber of the group, and if any one of them needs help the others can offer to help.

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

Never start working or begin anything without listening to each and every group member and what they have to say.

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

Setting up a good schedule that will fit the whole semester and the project due dates. Also to keep reminding eachother in the group chat of the work that needs to be done

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

It will be shared between us all.

Personal Accountability

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

I will try to never miss any meeting or any class or work days

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

I will always work hard to finish my part of the assignment, and if there is anyone who needs help in his part i will offer my help.

3. Expected level of communication with other team members:

Every team member will have to communicate with the others including me.

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

I will put in all of my effort to do what is expected.

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:

There will be warnings and we will tell the person responsible for it to not repeat it.

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

We will notify the Project Manager responsible for us that one of the members is not cooperating.

- 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) Abulka date January 15,2020
- 2) [Signature] date January 15,2020
- 3) [Signature] date January 15,2020
- 4) [Signature] date January 15,2020
- 5) _____ date _____

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