

Team Contract

GNG1103, Section # C Team # 14 Team Members:

1. Marie Levin
2. Yifei Li
3. Leila Smaili
4. Rafiullah Hamdard
5. Hanna Paik

Team Procedures

Day, time, and place for regular team meetings:

Thursday evenings 6:00 pm - 7:30 If someone cannot attend, join via MS teams.

Study room (booked in advance) or basement in Marion. To be announced on the Teams the night before.

Preferred method of communication

Microsoft Teams

Decision-making policy

Majority vote

Method for setting and following meeting agendas

Who will set each agenda?

The team: the agenda will be in a shared document where we can all jot down each task and who is assigned to it and plans for future meetings.

When?

At the end of the weekly meetings, tasks will be distributed to each member and a to-do list for the next meeting will be made.

How will team members be notified/reminded?

MS Teams

It is the responsibility of each member of the team to be up-to-date on upcoming meetings

Who will be responsible for the team following the agenda during a team meeting?

Leila

What will be done to keep the team on track during a meeting?

Eliminate distractions.

Turn off phones.

Change locations if necessary.

Leila will make sure that team stays on track.

Method of record keeping

Marie will be responsible for keeping the minutes, or Leila will take notes when she is not available. All meetings will either be recorded on voice notes or notes will be made on a shared document. Minutes will be disseminated via google drive sharing.

Team Expectations

Work Quality

Project standards

Work must conform to Academic Regulation 1-14

Preferably, all sources are from scholarly articles.

Peer feedback must be clear, specific, and constructive.

All work must be peer edited. Review someone's work before it's submitted. To ensure that:

Writing is grammatically correct and coherent.

Presentations are practiced at least twice, or until it is under the time limit.

Presentations will be rehearsed as a group at least once to receive feedback.

Work meets the criteria of the assignment as best as possible.

Formatting of draft work isn't important if it's easy to understand by others.

Strategies to fulfill these standards:

Ask for HELP!

All documents are shared with all members of the team.

All work is organized in a shared google folder.

Efficient labeling

Files are grouped by assignment.

Write with the mindset that this is affecting everyone's grade. Focus on quality over quantity.

Communicate with the team when work needs peer editing.

Read! The! Syllabus!

Team Participation

Strategies to ensure cooperation and equal distribution of tasks:

Do things when you say you will do them in order to keep everyone on track

Communicate issues as soon as they happen, including:

Personal issues with team members

Task deadlines

Task difficulty

Assign tasks according to skill sets but be prepared to do something out of your comfort zone.

One person will bear no more than 40% of the workload at a time, and never more than once in a row.

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

Note all ideas

No bias! "Bad ideas" can evolve into good ones!

The person in charge of the agenda should ask each person for their thoughts on the topic before moving on.

Ask team members to accommodate:

- Learning disabilities
- Language barriers
- Religious accommodations
- etc.

Team members will do the best they can to accommodate each other. When it is not possible, superiors will be notified for assistance.

Strategies for keeping on task (task maintenance):

Using Wrike

- Updating it efficiently

Checking in with the group

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

Informal. The leader may change according to task and coinciding skill set.

Personal Accountability

Expected individual attendance, punctuality, and participation at all team meetings

Notify if you're late via MS teams.

Attend at least 70% of the meetings, even if it's not for the entire duration of the meeting.

The team should accommodate attendance in the case of illness, family emergency, inclement weather, etc. using the communication methods specified previously.

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

Everything is done on time, with quality work specified. If a deadline cannot be met, discuss it with the team immediately and establish an appropriate time to request an extension.

Expected level of communication with other team members

Answer MS Teams messages addressed to you by the end of the day on business days. Within 24 h on weekends.

All communication must be constructive and respectful and conform to the University of Ottawa Code of Conduct.

Expected level of commitment to team decisions and tasks

It is one's own responsibility to contribute their ideas. Not all team decisions will be unanimous but it's important to be a reliable team player.

Consequences for Failing to Follow Procedures and Fulfill Expectations

Describe, as a group, how you would handle infractions of any of the obligations of this team contract

Discuss the issue as a team and find a solution for the problem. Remind the disobliging members of the outlined criteria. Discuss ways to amend the contract if appropriate.

Describe what your team will do if the infractions continue

If a team member is being uncooperative, the Project Manager Luis will be notified. Your responsibilities will be taken over by the other members if needed. If the infractions continue, Professor Knox will be notified and the team will respect his decision.

- 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.

Signature	Date
	26 January 2023
	26 January 2023
	26 January 2023
Yifei Li	26 January 2023
Lide Smidi	26 January 2023