

Team Contract

Sunday, September 16, 2018 4:59 PM

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 A Team # 6

Team Members:

- 1) Calvin Hootontea
- 2) Chris Stevenson
- 3) Nicholas Anderson
- 4) Doug Wise
- 5) Mofijoluwa Jide-Adebayo

Team Procedures

1. Day, time, and place for regular team meetings: **Sundays: 5-630 PM, Morisset Library (study rooms)**

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, Google Docs, and in person in both classes, team meetings and labs**

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

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?):

Before we call a meeting, we will make a physical list of things that need to be accomplished. Furthermore, a reminder for the meeting will be set in Facebook to notify the group 2 days prior to the actual meeting. We will not leave the meeting until those ideas are accomplished. We will all ensure that we follow the agenda at hand, because we are not reliant on one person. In addition, we realize that the more we stay on track, the sooner we will be able to end the meeting. In order to keep the meeting on track we will check off the tasks as we complete them.

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?

Notes will be taken by each member about each of their specific tasks during the meeting.

Minutes will be disseminated based on the most pressing need. Members will transcribe their notes onto Google docs post 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.):

Project standards will be judged based on individual and group effort. Team members must regularly demonstrate a drive for quality in presentations, collaborative writing, etc. It is assumed that all individuals will be responsible for the writing/documenting of their tasks, however we believe that in order for a body of work to qualify as quality, it must be reviewed by at least two peers as a means of quality control.

2. Strategies to fulfill these standards:

As stated previously, we will make sure that each body of work is peer edited by two individuals within the team prior to being deemed acceptable. Furthermore, we will come to a consensus on a grammar editing software which all members will utilize prior to the peer editing. Lastly, any idea put into motion will have been deemed worthy by the entirety of the group (consensus) thus we believe in the quality of such an idea

Team Participation

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

Collectively create roles at the beginning of the semester and stick to them throughout the semester. These tasks will be agreed upon by the entirety of the group and thus fairly distributed.

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

A method of encouraging ideas from all team members will be through the use of brainstorming sessions during the assigned team meetings. In addition, utilizing a platform such as Google Docs would allow for individuals to constantly post new ideas or thoughts available for every member to view and discuss.

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

The first strategy for keeping on task would be to obviously assign the tasks. After this step, individuals could make self-created deadlines that they deem to be realistic. Moreover, team members will most likely alter these self assigned dates slightly once they begin actual work as their projections may have been inaccurate. This is fine as long as all members are transparent about what they deem reasonable and probable. Lastly, if individuals are constantly working on tasks they will most likely lose focus and their efficiency will diminish, which is why we plan to place emphasis on the idea that it is important to take breaks when warranted.

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

Our group has come to an understanding that we prefer a shared leadership environment when it comes to our project. We believe that this will provoke the greatest involvement out of all members.

Personal Accountability

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

We have chosen a meeting time that works with all team member's schedule and thus it is mandatory that they attend meetings with proper punctuality. However, life can get in the way at times and it is these few cases that it is understandable to be

absent during a meeting. It is important to note that these incidents are expected to be rare. Furthermore, it is needless to say that the team member who is absent in a meeting will be briefed on the discussion that unfolded. These updates will be made via Facebook, Google Docs, or over the phone in the case that the relevant information is complex.

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

As previously stated, it is understandable that a member of the team start their task and ultimately decide they have to alter their expected due date as, for example, the task is more complex than they thought. However, it should be noted that such a change is only to be made near the start date of their task, and that members should gauge their timelines accordingly.

3. Expected level of communication with other team members:

Communication is pivotal when it comes to a group, or just life in general. Our group plans on communicating as much as possible in regards to our project, as anything less would only be a hindrance. It is for this reason that we chose to have our primary means of communication be facebook, as it is a platform un iversity students are constantly checking and thus messages have the best opportunity of being seen and acknowledged.

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

Because team decisions are made by consensus, the individual’s commitment to those ideas is necessary. However, should a teammate decide after a meeting that they have issues with the agreed upon plan, their qualms should be presented logically in the next team meeting or brought up in the previously mentioned communication avenues.

Consequences for Failing to Follow Procedures and Fulfill Expectations



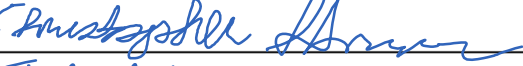

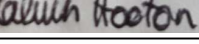
1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:

As previously stated, we have set up rules that offer leniency in facets such as deciding to change your due date or missing a meeting because of life getting in the way, however this is within reason. In the case that, for example, a member were to take advantage of the group by saying they don’t have enough time to complete their task two days prior to their due date, this would be deemed to be an infraction of the team contract. As a result, we have decided to protect the success of our project by offering two warnings, and if the problematic member does not become more responsible, we will be forced to report them to the Prof/TA. It goes without saying that in addition to the warnings, less tasks/responsibilities will be given to the student who is neglecting their obligations.

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

If the student was warned twice and the infractions continue then we will be forced to report their behaviour to the Prof/TA. We will make it clear that we will be stripping them of tasks/responsibilities in order to protect the success of the overall project. This is because, the final due date of the project is set in stone, and the group does not have time to be held up.

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	16/09/18
2)		date	16/09/18
3)		date	16/09/18
4)		date	16/09/18
5)		date	16/09/18

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