

TEAM CONTRACT

GNG1103, Section # CO3

Team # 13

Team

Members:

- 1) Naomi Ejaife
- 2) Yi Shi
- 3) Samuel Moses
- 4) Liam Bruce Christo
- 5) Mariyam Mukhammad Azim

Team Procedures

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

- Every Wednesday at 2pm there will be a quick meeting to discuss general direction and assign work.
- Every Saturday at 5pm at Learning Crossroads

2. Preferred method of **communication** (e.g. email, cell phones, 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, announcements, updates, reminders, problems:

- Facebook Messenger

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

- Majority vote. There are 5 of us, so it will be easy to have a majority vote of 3 to decide a policy.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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 use our group chat as our main source of communication and decision making. We will use that application to bring up ideas, and we will decide what is the most important and least important topic to be discussed/worked on. That is how we will decide the itinerary for the meeting that week. We will remind each other on our group chat and we will help each other stay on track.

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?):

- Information will be recorded in our group Google Docs. We will decide on the required length of the meeting before we arrive. Then at the beginning of our meeting decide on a group consensus for how long each topic should be discussed.

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 plan on doing everything to a very high standard. We are aware of each others strengths and weaknesses and we will use that to our advantage, by putting our best foot forward.

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

- Dedicate work to each member at the beginning of the week

- Use our regularly attended group meetings to follow up on each others completed work
- Peer review each other (accept criticism and be nice)

Team Participation

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

- In a group discuss each topic that needs to be achieved and let people volunteer for the task they are most comfortable with.
- Follow up and be informed of others schedules as to not overwhelm those with abnormal work such as midterms and heavy workload.

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

- Remind each other that we are trying to pass a course (get an A+)
- Remind peers that we are trying to help actual people with difficulty they are going through
- Stay open to each other's ideas and don't be rude
- Give everyone an opportunity to say their piece

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

- Follow our itinerary for the day
- Start early so there is room for corrections

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

- Shared. Everyone is important :)

Personal Accountability

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

- If attendance to the meeting won't be possible, text the group chat ahead of time (with a valid reason) so we are well prepared for absence.
- Most important thing is to complete the individual tasks.

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

- Saturday is the deadline for the individual deliverables, as that is when we meet and decide whether our work is up to standard. Be responsible for your actions.

3. Expected level of communication with other team members:

- Communication is important. If a member is unsure about their part then it is their responsibility to seek help from other members prior to the Saturday meeting.

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

- Remember that this is a group project to help people and not just for a grade. This will generate responsibility and increase group moral.

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:

- Discuss with the person why they are not completing their task and determine what work they are most suited to complete.

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

- If they continue to not complete their tasks we will discuss solutions with the PM.
- If it continues we will bring up their infractions in the individual reports thus limiting their grade.

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) Naomi Ejaye date: Jan 18th, 2020
- 2) Shi Yi date: Jan 18th, 2020
- 3)  date: Jan 18th, 2020
- 4)  date: Jan 18th, 2020
- 5) maryam azim date: Jan 18th, 2020