

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 # **B00**

Team # **2**

Team Members:

- 1) Nicolas O'Brien
- 2) Jack Bridgeland
- 3) Wei Chen
- 4) Johann Wehrstedt
- 5) Balpreet Singh

Team Procedures

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

Team meetings will take place on Tuesdays at 11:30 am on Teams unless a location is specified for the week of said meeting.

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, announcements, updates, reminders, and problems:

The preferred method of communication will be Microsoft Teams chats.

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

The decision-making policy will be by majority votes. If the vote results in a tie, the person in-charge of said task will have the final say.

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?):

Jack Bridgeland will set up agendas a minimum of 1 day prior to meetings. Nick O'Brien will remind team members of meetings. Each location for the meeting will be determined by vote weekly. Nick O'Brien will be responsible for following the agenda during team meetings. The meeting will be kept on track by following the agenda.

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?):

Jack Bridgeland will be in charge of recording and disseminating minutes. Jack will scan the minutes and send a copy to each team member via teams/outlook. The agenda will be sent to everyone prior to the meeting and minutes will be kept in a folder in the project team folder on Teams.

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.):

All work must be complete to your own satisfaction a minimum of 1 day prior to the deadline for review by a minimum of 1 other group member who may comment on the work for changes to be made prior to submission.

2. Strategies to fulfill these standards:

If work cannot be completed in time for submission, team members must communicate struggles with the team so help can be given to complete said task on time. The team must be updated a minimum of 1 time outside of team meetings on how tasks are going. Each Team member must also use and update Wrike as tasks are being worked on/completed.

Team Participation

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

To ensure cooperation and equal distribution, every time tasks are distributed, we will ensure that everyone gets 1 task before anyone else gets a 2nd time.

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

To ensure ideas from all team members are included, everyone must input at least 1 comment or suggestion per topic.

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

To stay on task, meetings will strictly be about the project/coursework. Wrike will also be used to ensure everyone knows what task needs to be completed and a timeline can be established.

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

Leadership will be shared leadership. Everyone will be placed in charge of a certain section and will be in charge of said section if collaboration is needed.

Personal Accountability

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

All team members are expected to attend all meetings and participate in all project topics discussed in the meetings. All team members are expected to be able to explain their parts/tasks in detail to other teammates if requested by the team. A meeting can be missed if a team member has a valid reason and it is communicated to the team beforehand.

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

It is expected that all members take full responsibility for all tasks/assignments/deliverables assigned to them and that all are completed on time a minimum of 1 day before the submission deadline so all work can be reviewed. If work can not be completed before the deadline, the team member must communicate with the team.

3. Expected level of communication with other team members:

It is expected that all team members will need to continuously update Wrike to ensure the team can have an updated timeline of how work is being completed. It is also expected that all team members will communicate how their tasks are going in every team meeting and if a team member is experiencing any struggle or difficulty in completing a task, they must communicate with the group for help on completing everything before the deadline.

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

It is expected that all team members will commit the required time weekly to complete each task by the deadline. Each member must also reserve a **minimum** of 30 minutes a week to discuss the project in the weekly meeting.

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:

If an infraction of the contract occurs, the other members of the group will discuss what action would need to be taken. On the first infraction with an excuse, nothing will be done. On the second infraction, the team will decide the best action to take. On the third infraction, the TA/PM will be involved.

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

If the infraction continues, the TA/PM will be made aware of the situation and the opinion of the TA/PM will be taken into account to determine what actions will need to be taken.

- 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) Wei Chen date 09/20/22

2) Nicolao O'Brien date 09/20/22

3) John Stecker date 09/20/22

4) [Signature] date 09/20/22

5) Balpreet Singh date 09/25/22

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