

TEAM CONTRACT

GNG1103 Section # BO2 Team # _____

Team Members:

1. David MacPhee
2. Alexandr Bedolla Levchenkova
3. Jeta Thavarasah
4. Ritaj Abdoulla
5. Juan Hiedra
6. Beatrice Pelletier

Team Procedures:

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

Friday 1:00 pm At SITE or STEM. This will be our main meeting day/time but we have also set up Tuesdays at 10:00am if needed another day to accomplish tasks.

2. Preferred method of communication (e.g. e-mail, 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:

Messenger (Facebook) will be our main form of communication for our group. We also have set up a google drive to brainstorm ideas.

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

Our decision-making policy will be by consensus. This will make sure all group members are heard and everyone agrees on what we decide.

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?):

Discuss on messenger prior to meeting will dictate our plans and goals for the meeting ahead. All group members are expected to contribute and know what is on the agenda based off our conversations. We will all be responsible for keeping the group on task.

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?):

In our google drive we have an open google docs where everyone can input key points. This will primarily be done by the group secretary but everyone is encouraged to add.

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 have all decided that we would all like to be held to high standards in regards to everything concerning this project. Do the best work you can produce.

2. Strategies to fulfill these standards:

Hold each other accountable, be punctual by getting your job done on time. Setting realistic goals for individual due dates. Asking for help when needed and extending help where you see fit.

Team Participation

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

Ask when you need help/have any questions. Assign tasks in which a teammate feels confident in. Have open discussions to get everyone's input and opinion.

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

Be open, have discussions, accept all ideas (not reject) and listen to what everyone has to say. See where we can build off every idea and combine ideas for best possible solution.

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

Setting small goals and achieving them within a certain time frame. Checking in on teammates, offering help when needed. When conversation hits wall or we have spent too much time on one aspect, move on to the next and come back.

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

Shared/ One "Secretary" (Ritaj Abdoulla) hands in deliverables and keep on top of agendas and meeting schedules.

Personal Accountability

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

Every group member is expected to be on time and come to every group meeting. We encourage every group member to be fully engaged in the meetings and add their opinions/ideas. If a group member has a valid reason we will excuse absences.

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

We all agree that we have to be on top of everything concerning the timelines and deadlines. So the responsibility level must be very high.

3. Expected level of communication with other team members:

We all expect every teammate to be contributing and discussing their tasks with others on the team. So again we have a high standard for communication levels.

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

We expect a high level of commitment to team decisions and tasks. Everyone must take responsibility of their task. Again consoul team members if your have questions or concerns.

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:

- 1. Hold team meeting or communicate on FB to address problem**
- 2. Address teammate in question**
- 3. Propose solution/ alternative task depending on infaction**

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

We will discuss with our project manager first then if further actions need to take place, consult TA/professor.

- 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) David MacPhee date: 9/18/2019
- 2) B. Pelletier date: 9/19/2019
- 3) Dilraj Akhulla date: 9/19/2019
- 4) J.C.T. date: 9/19/2019
- 5) Juan P. date: 9/19/2019
- 6) [Signature] date: 9/19/2019

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