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 primary 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 your team’s challenges; do not delay. Seek guidance from your TA or professor to resolve any conflicts a soon as possible if your team cannot resolve the issues independently. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

TEAM CONTRACT

GNG1103, Section # A00 **Team # 7**

Team Members:

1. Sean Tsang (300166389)
2. Brian Bulitka (300248903)
3. Haonan Lin (300204423)
4. Yuning Xia (300231028)
5. Christopher Accad (300167886)

Team Procedures

1. Day, time, and place for regular **team meetings**:
Team meetings will be held Monday from 4:00pm to 5:00pm and Saturday 10:00 am to 11:00am

2. Preferred method of **communication** (e.g., e-mail, cell phone, Facebook, Blackboard Discussion Board, face-to-face, in a specific class) to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

We will be using Discord as a means to hold face-to-face meetings. We will also be using IMessage and Instagram messenger to communicate.

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

All decision for our project will be made by consensus as we would all have to agree, whereas with a majority vote two out of our five group members will not like some decisions. Using a consensus will allow our team to work with optimal efficiency and productivity.

4. Method for setting and following meeting **agendas** (Who will set each schedule? When? How will team members be notified/reminded? Who will be responsible for the team following the plan during a team meeting? What will be done to keep the team on track during a session?):

Each individual team member will be responsible for setting the agenda, and the agenda-setting will be done at every previous meeting. During that meeting, tasks needed to be completed will be distributed as well in the meeting. Brian Bulitka will be responsible for keeping track of scheduling and team productivity.

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?):

Sean Tsang will be responsible for recording and disseminating the meetings and when they are conducted. Minutes will be disseminated by a team agreement and will be done during meetings. Agendas and minutes will be kept in a google doc that all team members can access.

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.?):

The team standards for presentations should be at a professional level and all team members should contribute equally. The presentations will implement all requirements from the rubric and attempt to precedes standards to the best of the teams' abilities. With regards to collaborative writing assignments, all work should be split equally among all group members to optimize efficiency; also, the assignment should have minimal to no formatting errors and use formal grammar. Individual research will be researched to the fullest extent, should contain sufficient detail with minimal grammatical and formatting errors, and will be reviewed by at least one other group member. Drafts will be prepared by all group members and reviewed by all group members and will be professional quality. With respect to peer reviews, they will contain feedback that will progress the project and have no rude or degrading comments.

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

The strategies to fulfill standards are; team communication, effective collaboration, using team members to review work, user Wrike and google sheets to monitor tasks, and using feedback adequately.

Team Participation

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

Strategies that will ensure cooperation and equal distributions of tasks, weekly group meetings will be help where tasks and responsibilities are distributed for the following week. Cooperation will be advocated by all team members, where all members' opinions and concerns will be attended too, also, any help needed will accommodated for.

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

To include and encourage ideas from all team members, it will require all members to participate in the weekly team meetings. Moreover, all members attending the meeting should be prepared to present their ideas that they have made. The meetings will consist of team members proposing ideas, and the collective deciding on the best idea possible.

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

The approach for keeping track will be to regularly check what has been done in recent time and if the task is not where it is supposed to be, the team will assess why the team is straying off topic and attend to the matter.

4. Leadership preferences (informal, formal, individual, shared):

Leadership of the group will be shared equally among al members. All members will have equal responsibilities for getting tasks done on time and with the up most quality. Additionally, each member is responsible for ensuring other members are focused and are able to provide assistance for one another when requested.

Personal Accountability

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

All individuals of the group are expected to attend all meetings, be punctual, and participate in all means of the group unless they provide a proper excuse for their absence.

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

All individuals are responsible for competing their team assignments to the highest degree of quality and helping other members when needed. They must also deliver their work on time and follow the timelines and deadlines. Any inconveniences that arise should be communicated to the group.

3. The expected level of communication with other team members:

The team should regularly communicate and let others know and inconvenience that may occur. Any connection issues, issues with tasks, or personal issues should be communicated in order to accommodate for that concern. Also, members should communicate completed tasks and objectives.

4. The expected level of commitment to team decisions and tasks:

All members are expected to be fully committed to the project, participate in team decisions, and compete tasks before the deadline.

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:

Team members will be responsible for reporting the member that has broken the contracts expectations. All team members will have one warning if they break an expectation from the contraction. If another infraction occurs after the warning the member will be reported.

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

If an individual continuously performs infractions they will be reported to a PM, TA, or professor by the group. Infractions that follow the warning, will entail an email sent to the TA/PM/Professor, and with continuous violations of the contract the member may be voted by the remaining group to remain a team member or not.

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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 of this contract.*

1. Sean Tsang (300166389) **date** 19/09/2021
2. Brian Bulitka (300248903) **date** 19/09/2021
3. Haonan Lin (300204423) **date** 19/09/2021
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* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team_Contract**.doc