

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 # _____ **B**

Team # _____ **8**

Team Members:

- 1) Hans Rao Ladkoo
- 2) Benjamin Mcconnell
- 3) Kobe Belanger
- 4) Steven Wilson
- 5) Kaitlynn Sampel

Team Procedures

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

Our team meetings will take place via Zoom or a Discord voice channel, they will be on every Monday from 2:30 pm - 3:00 pm.

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, problems:

The primary method of communication will be through our private Discord server "GNG1103 Project Group 8". Using the Discord platform we will be able to contact each team member directly or use the appropriate text channels such as "General", "Announcements", "Meetings", "Deadlines" and "Planning". If necessary we will have brief face-to-face discussions on Thursdays at 11:30 after the lab.

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

If a general agreement cannot be made, any team member can recommend voting. The proposal with the most votes will be chosen.

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?):

Steven Wilson will set the agenda for each meeting. Every meeting must be prepared by indicating the time it will start and end, ideally 20 to 30 mins., the necessary participants, location of the meeting, meeting objective and agenda items. The team members will be notified in the "Announcements" text channel the day before the meeting, and the agenda for the meeting will be sent in the "Meetings" text channel. Steven Wilson will be responsible

for the team following the agenda during a team meeting. A 20-minute timer will be used to keep track of time and a checklist to go through all the agenda items. If necessary a 10-minute bonus can be added to the timer.

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?):

Kobe Belanger will be taking attendance at the beginning of each meeting and minutes during the meeting. These will be shared with the rest of the group in the “Meetings” text channel. The notes will be sent at most 24 hours after the 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.):

Overall we expect high-quality work from all the team members. We expect high standards for the presentations and collaborative writing. Medium to high standards in individual research.

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

- Research on your own time, not during meetings.
- Review all your work before formally presenting it to the team.
- Ask for help or guidance if you are unsure about something.
- Have open communication if you feel stressed or pressured by the course load.
- Plan your tasks using Wrike. Make sure to put realistic deadlines.
- Separate your assigned tasks into smaller and more manageable ones.
- Avoid procrastinating and cramming.

Team Participation

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

Tasks will be shared evenly among team members. We will decide the complexity, importance, and estimated time of completion to ensure everyone is working and managing their other responsibilities appropriately.

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

Every meeting will start with 5 mins. of idea sharing where everyone will share any information, ideas or relevant material. Everyone's opinions will be encouraged and respected to ensure we collaborate and work as a team.

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

- Use Wrike to plan, delegate and view the progress of tasks.
- Clear and realistic goal setting
- Set deadlines for reviews and submissions of project assignments.

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

We will use informal and shared leadership in the project.

Personal Accountability

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

Every meeting will include the names of participants whose attendance is necessary, we will try to make it as accurate as possible to avoid wasting people's time. All members are expected to join the Zoom call within 5 minutes of the starting time. Participation is not

mandatory but highly encouraged.

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

We expect a high level of responsibility for all team assignments, timelines and deadlines. It is expected that each team member will plan and work on his own schedule. If a team member does not consider he will finish the work on time it is essential to notify and request help from all team members with time in advance.

3. Expected level of communication with other team members:

Attend group meetings, active participation and attentiveness on the Discord channel and respond to questions (on chats) within a reasonable amount of time.

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

We expect all team members to be committed to important decisions. Participate and share opinions on proposals and be present if a vote is necessary.

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 a team member has made three minor infractions or one major infraction one team member will discuss privately with the group member in question.

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

Discuss the infraction with the TA or PM and take necessary action.

- 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) Benjamin McConnell date Sept 20, 2021
- 2) Hans Rao Ladkoo date Sept 20, 2021
- 3) Kobe Belanger date Sept 20, 2021
- 4) Steven Wilson date Sept 20, 2021
- 5) Kaitlynn Sampel date: Sept 20, 2021

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