



GNG 1103 C00

GENERAL TEAM CONTRACT

SUBCONTRACTOR AGREEMENT

GNG 1103, Section C00

Team Members:

- 1) Usama Shahzad
- 2) Griffin Worboy
- 3) Nader Mrad
- 4) Kristen Janzen
- 5) Cem Kiyik

TEAM PROCEDURE

The regular team meetings will occur on Monday at 17:30, virtually over Microsoft Teams. These meetings will be set at the duration of an hour, however, during the time of the meeting the period for that individual meeting can be adjusted. All deadlines and meetings are stated in Ottawa time zone.

The preferred method of communication to discuss the group project will be on WhatsApp. Microsoft teams will be used to share documents. All documents will also be shared through a shared office 365 folder to ensure all team members can edit and collaborate on all documents. Wrike will be used to keep track of deadlines and to manage and assign tasks to accountable team members.

Decisions on important matters will be made by majority vote. However, this will be preceded by a discussion of all viewpoints, concerns, and ideas of all other team members.

Meeting agenda responsibilities will rotate between team members for the first meetings. Once the cycle has been completed if this system is deemed efficient then the system of rotations will continue (and the cycle will restart. If this system does not work, a single person or a select group of people will be delegated to set the meeting agendas from there on out. The responsibilities for keeping the team accountable for staying on track and with the agenda for the meetings will follow the same system.

The agenda for each meeting will be set and distributed at least two days before the meeting is held. This will allow for all team members to prepare questions, discussions and talking points to hold a productive meeting.

Wrike will also be used to notify and remind people of upcoming meetings, and due dates. Once meeting notes and agendas are finalized the responsible party will also be held responsible

for sending out a meeting reminder email, this will be done on the day of the meeting (in the morning).

Meeting minutes will be recorded by two members of the team. This will ensure that the records are kept accurately and that no information is missed. Minutes must be disseminated within six (6) hours of the meeting. The minutes will be shared on the Office 365 folder in a single document as well as emailed out to all the group members as a notification of the minutes being released and to ensure everyone receives the minutes. A WhatsApp message will also be sent out to remind team Members of the posting of the documents.

TEAM EXPECTATIONS

WORK QUALITY

Team presentations, individual and group work are expected to be of high quality (the members best quality of work and with over minimal effort).

All members of the team are expected to put their best foot forward. If they feel unable to perform as highly as they would like to, they should seek advice or assistance from another team member. No team member will be penalized for their strengths or weaknesses or asking questions or for assistance.

If redelegation of tasks is required (within reason) to obtain high quality work this can be redeliberated and put to a vote by the team.

The quality of work will be determined by having a designated editor for each task. This will ensure that work is of high quality. This responsibility will be rotated between group members to ensure equal division of work. **Concerns regarding quality should be addressed immediately.**

TEAM PARTICIPATION

Tasks will be distributed during meetings after deliberation to ensure equal distribution (based on individuals schedules). Tasks will be allocated on Wrike so that all members know who is responsible for each task (records will be kept). The group leader is responsible for ensuring that all members complete their tasks on time and are aware of the task that is assigned to them.

Ideas from all team members will be encouraged as all members are expected to come to meetings prepared with a question, a concern, or an idea to discuss with the group.

At each meeting, topics will be addressed in an organized manner. A minimum of 10 minutes will be allocated to each topic of the meeting. These topics will be determined and outlined in the meeting agenda. This way tasks will be analyzed effectively and with a proper amount of care and deliberation. This will also keep all team members organized and up to date.

Shared leadership will be used at first with the rotation of team leader through all members of the group (per week). After all members have had a turn the team will deliberate on whether the shared style is a good fit for the group or if one or two individuals should become the official team leader/leaders. This decision will be determined by a team discussion and vote during the final meeting of this rotational style.

PERSONAL ACCOUNTABILITY

All team members are expected to attend all meetings on time. If a conflict arises the members of the team must be made aware of the conflict 24 hours before the meeting begins. Meeting rescheduling will be deliberated and put to a vote immediately. If voted that the meeting is not rescheduled, the team member will be responsible for obtaining a debrief from another team member and reading the meeting minutes to remain caught up. A team member may only ask for a meeting reschedule 3 times during the semester (without emergency reasons for absence such as work impedimentum illness, family/ friend's death, or other acceptable extenuating circumstances). These will be tracked in an excel file along with individual's attendance to the meetings. The group leader will be responsible for keeping track of the team's attendance and ensuring all members are on time.

Team members are expected to sign into the meetings early to ensure a punctual start time. A ten (10) minute grace period will be provided in case of internet or technical issues, in this case the team members will be expected to stay an extra 10 minutes after the scheduled meeting end time if needed to make up for any lost time.

To keep all group members on track and engaged in the discussion all team members are to come to each meeting prepared with at least one question, taking point or a concern to express during the duration of each meeting. All topics must be relevant to the meeting agenda unless it is a question or concern outside of the agenda that requires immediate attention. The other questions should be held to the end of the meeting.

All team members are expected to be fully accountable for turning in assignments and deliverables on time and in high quality. Failure to meet deadlines and follow through with

materials will be noted as an infraction of the contract. The group leader is responsible for ensuring that all team members have documents prepared on time. The group leader will also be the one to submit the deliverables in a timely fashion to Brightspace submission boxes.

A high level of communication is expected from all team members. Team members are encouraged to express questions, concerns and engage in discussions outside of the meeting hours. Failure to communicate with team members that results in hindering the project development or reducing the project quality will be considered an infraction of the contract and may be reported to Dr. Majeed.

The level of commitment to the team decisions and tasks is expected to be high. All team members should be dedicated to the project and put in their best effort. All decisions and meetings should be taken seriously, and all team members are required to participate in all decision making. No ideas or questions should be considered “bad” and should all be answered without judgment or scrutiny.

CONSEQUENCES FOR FAILING TO FOLLOW PROCEDURES AND FULFILL EXPECTATIONS

Infractions or unwillingness to following the terms of this contract will be noted in the excel spreadsheet (containing attendance and meeting rescheduling). In a breach of contract occurs the team will discuss whether the infraction was due to unclarity in the contract. If determined that the contract is unclear it may be amended or clarified. This will be immediately put to a vote by all team members. If a team member obtains three infractions, there will be consequences for their actions.

If problems continue Dr. Majeed will be made aware of all infractions (from statements made by other group members as well as the data in the excel sheets). Depending on the severity this could lead to a reduction of the team member in questions final grade for the assignment. All group members are responsible for provided these statements, signed, and recounting an accurate description of the incident (to their own recollection). This includes the team member who has committed the infraction.

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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 as stated in this contract.*

1) Kristen Janzen



date 01/21/21

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| 2) | Griffin Worboy | date | 01/21/21 |
| 3) | Usama_Shahzad | date | 01.21.2021 |
| 4) | Nader Mrad | date | 1.21.2021 |
| 5) | Cem Kiyik | date | 1.21.2121 |

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