

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 # ___C1___ Team # _____

Team Members:

1) Brandon Ip

2) Kaylish Henry

3) Thomas Sinclair

4) _____

5) _____

Team Procedures

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

Friday's, between the lab and the lecture maybe.

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, announcement, updates, reminders, problems:

Facebook messenger and cell phone for quick questions. Face to face will be used for the bulk of discussions.

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

Consensus (due to a small group), make sure everyone agrees with one another, or find something easily agreed upon by everyone.

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/remembered? 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?):

Set a general agenda together, and have one of us keep track of it and letting others know.

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?):

The agendas and minutes will be kept on a shared google doc for us all to have access to.

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 will do our best to create a finished project we are all proud of.

2. Strategies to fulfill these standards:

Make the effort to do your share and have things complete. Good communication is key to creating a project everyone is happy with.

Team Participation

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

See who wants to do what, see how difficult each task is and work from there.

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

Write all ideas, ask for ideas, look and evaluate the ideas.

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

Set aside time to only discuss and work on the project and do nothing else.

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

Informal leadership. Everyone has their strengths and they can take charge in those cases.

Personal Accountability

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

Show up make and make an effort.

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

Assignments, timelines, and deadlines are expected to be respected and completed. If help is needed ask a teammate.

3. Expected level of communication with other team members:

Communication is key to a successful group project. Everyone should always know and understand what is happening in the project. If there is a decision to be made, discuss it. If there is a question you have, ask it.

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

Team decision should be ones that everyone is happy with. Every decision made should be followed through full heartedly.

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:

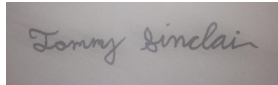
Each member will start with a score of ten. This score will be lowered each time a member commits an infraction. This score will show the professor and the TA's how well each of the members worked.

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

If infractions continue, their score will continue to go down. If they continue, the other members of the group will speak to the professor to seek further advice.

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)



_____ date 2017-01-21

2)



_____ date 2017-01-21

3)

_____ date _____

4)

_____ date _____

5)

_____ date _____

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