

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 to your 115B instructor.

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. 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 you should be, 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 instructor, TA, or preceptor to resolve any conflicts so that you will have the most positive team experience possible.

TEAM CONTRACT

Math 115B, Section #F

Team # F31

Team Members:

- 1) Avery Deschamps
- 2) Grace Fitzgerald
- 3) Joumana El Hajj Hassan
- 4) Mohammad Al-Mousa Al-Elia
- 5) Saif Alshawabkeh

Team Procedures

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

Tuesday 13:00 – 14:00 @ SITE unless otherwise.
Backup Thursday 11:30 – 13:00

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Microsoft Teams, then weekly meetings.

3. **Decision-making policy** (by consensus? by majority vote?):
By consensus, with compromises if necessary.

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?):

Joumana will be setting agendas before each meeting and distribute them on MS Teams.

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?):

Saif will be writing minutes during each meeting and then a summary of the discussion, then distribute them on MS Teams as soon as the meeting is over.

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.):
 - Organization
 - Communication
 - Time management
 - Participation
 - Responsibility
 - Completing individual tasks on time
 - Being prepared
 - Collaboration
2. **Strategies** to fulfill these standards:
 - Planning ahead (agenda)
 - Keeping up with due dates
 - Asking help when needed
 - Distributing workload equally between team members

Team Participation

1. **Strategies to ensure cooperation and equal distribution of tasks:**
Consensus on task distribution and breaking down the tasks equally.
2. **Strategies for encouraging/including ideas from all team members (team maintenance):**
Assuring that each person gets a chance to speak during meetings. Listening and keeping track of all ideas.
3. **Strategies for keeping on task (task maintenance):**
Making sure tasks are small and manageable, encouraging communication to avoid surprises. Outlining the different task dates and goals.
4. **Preferences for leadership (informal, formal, individual, shared):**
Shared leadership, with decisions made primarily through weekly meetings.

Personal Accountability

1. **Expected individual attendance, punctuality, and participation at all team meetings:**
Each team member must attend designated meetings which will be determined ahead of time. Absence to a meeting is accepted but the person must notify the group in Teams beforehand. Each individual is expected to participate in this project, that being fulfilling their designated tasks in an appropriate time frame.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 Each person would be responsible for their tasks; however the end goal is shared and so collaboration on every task would be appreciated if possible.

3. Expected level of communication with other team members:
 Each member is expected to communicate in an appropriate manner with one another. If ever a member needs any help, it's their own responsibility to reach out to another member for help.

4. Expected level of commitment to team decisions and tasks.
 Team members are expected to be committed to promises made during discussions and be honest with everyone else and avoid overpromising and then overburdening themselves.
 Each individual must be engaged in team decisions, that being sharing their opinions and ideas. It's important for each member to commit to team tasks, as well as decisions to ensure a well-planned out and organized project.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe how, as a group, you would handle **infractions** of any of the obligations of this team contract:
 Address the problem and communicate it between each other. Express any team concerns with the team member and attempt to resolve any obstacles.

2. Describe what your team will do **if the infractions continue:**
 If the infractions continue the problem will be raised to the PM and the TA to help assess the situation and find a common solution. As a final resort the team will refer the member to the 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) Avery Deschamps date: 17-1-2023
- 2) Grace Fitzgerald date: 17-1-2023
- 3) Joumana El Hajj Hassan date: 17-1-2023
- 4) Mohammad Al-Mousa Al-Elia date: 17-1-2023
- 5) Saif Alshawabkeh date: 17-1-2023

