

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 # 6

Team Members:

- 1) Alexnder Gayowsky
- 2) Briana Archdeacon
- 3) Jasmine Wang
- 4) Ronan Mackrell
- 5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
Saturday Morning, 9:00 AM at CRX or MRT study rooms (end of meeting determined as required)
If needed, secondary meetings will be on Tuesdays at 10:00 AM
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:
Microsoft Teams
3. **Decision-making policy** (by consensus? by majority vote?):

by consensus
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?):
An agenda will be kept on Wrike. The team will set the coming week's schedule each meeting (Saturday). Wrike will issue notifications and/or reminders automatically. Briana will be responsible for adherence to the agenda, and we will redirect group discussion to the task at hand.
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?):

Jasmine will be responsible for recording and disseminating minutes; she will own a shared google doc.

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.):

Each member will be expected to deliver work of high quality, with respect to time constraints. (deliverables should be of quality similar to those of other courses).

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

Each member will start their assigned tasks according to the schedule. Team specific deadlines will be set in order to ensure that there is time available for a shared review of quality.

Team Participation

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

Distribution of tasks will be performed at team meetings. If specific tasks prove difficult, or a team member becomes overwhelmed, responsibilities may be shifted to or shared with other team members (with the understanding that this should be done well in advance of deadlines).

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

In-person brainstorming sessions will provide all group members with equal opportunity to contribute ideas. All reasonable ideas will be entertained.

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

Socialization and superfluous activity will be kept to a minimum while we follow our agenda to the best of our ability.

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

Formally, Briana Archdeacon will be the leader of the group. Informally, she will not be a proctor of ideas.

Personal Accountability

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

Members must attend all meetings, and they should arrive within approximately five minutes of their scheduled start.

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

We expect all team members to complete their assigned tasks in a timely manner. They should speak up immediately if a responsibility is too great for them to handle alone.

3. Expected level of communication with other team members:

Each team member should check Microsoft Teams and Wrike daily, and respond to important messages promptly.

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

When team decisions are made, members are expected to take ownership of their tasks. Other activities (extracurriculars, in particular) should not take precedence.

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 other members agree that a specific team member is being uncooperative, that member will be issued a stern warning.

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

Any continually negligent team members will be reported to the course staff.

- 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 2021-09-17
- 2) Briana Archdeacon date 2021-09-18
- 3) Ronan Mackell date 2021-09-18
- 4) Jasmine Wang date 2021-09-18
- 5) _____ date _____

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