

# TEAM CONTRACT

GNG1103, Section # E

Team # 1

## Team Members:

- 1) Shane Armstrong
- 2) Nathan Villar
- 3) Ricardo Chan
- 4) Ben Hogan

## Team Procedures

1. Day, time, and place for regular **team meetings**:
  - Tuesdays at 12:00 pm in the STEM complex. Meeting length will vary week-week depending on the amount of work needed to be done and discussed
2. The preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:
  - The preferred method of communication will be through a group chat created on our phones, along with emails and talking in person during lecture/lab times
3. **Decision-making policy** (by consensus? by majority vote?):
  - For the decision policy, we will come to a conclusion through a group majority vote.
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?):

- Team member Nathan will set each agenda a few days before each team meeting, Members will be notified through text message and email. Everyone will be responsible for following the agenda during the team meeting as it is shared leadership. To ensure that everyone is on task the group will remove unnecessary distractions (such as phones/laptops). To keep the group on track, the group shall make sure everyone has something to work on.

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?):

- Each member will take turns recording minutes each week during the team meetings. Minutes will be distributed equally through a group decision during the meeting. The agenda and minutes will be kept in 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.):
  - A realistic level of quality in the project will be meeting the clients needs to the groups best abilities. Presentations should be professional and rehearsed. In terms of individual work and group work, it should be done to the level one would submit to a teacher in which it will be marked. Overall the project standards should be done to each member's highest capability.
2. **Strategies** to fulfill these standards:
  - To fulfill these standards each member will share the workload to make it easier on everyone. For presentations, members who are comfortable speaking in front of a crowd will present the main portions of the project in order to achieve the highest success. Members who are better at writing reports and peer reviews will perform these tasks.

### Team Participation

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

- Strategies to ensure cooperation and equal work amongst the members is to give each member work in which they are capable of completing and try to ensure members are getting work in which they enjoy or are good at.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
    - The strategies for encouraging ideas from all members is to make the member feel respected when talking and to ensure that their idea is not bashed in negative the way but in the way in which is fair and respectful.
  3. Strategies for keeping on task (task maintenance):
    - Strategies for keeping on task is to set an agenda which states what the group will be doing and what each member is doing and to ensure that there are no external distractions (phones/laptops).
  4. Preferences for leadership (informal, formal, individual, shared):
    - The group will have a shared leadership to ensure shared responsibility throughout the group and to ensure each member feels respected.

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - Everyone shall be present and cooperative during team meetings to ensure the highest level of success in the group's project. Any meeting missed must come with a justification.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - Everyone must fulfill the responsibility in which they are expected to finish. Deadlines and timelines must be followed and met as specified in the team agenda.

3. Expected level of communication with other team members:
  - Communicate every day to ensure a level of familiarity between the group members, which will further help with team decisions and team discussions.
  
4. Expected level of commitment to team decisions and tasks:
  - The level of commitment expected is high for team decisions and tasks as these components of the project are a high priority to ensure the highest level of success

<h2 style="margin: 0;">Consequences for Failing to Follow Procedures and Fulfill Expectations</h2>
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1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:
  - Under any circumstance in which a team member fails to abide by the contract, the group will handle it by speaking in person, or over the phone. The group will hear the members reasoning behind the infraction and decide if it was reasonable or not. If not reasonable the group may decide of a punishment to give the culprit. Punishment will not be anything which will cause physical harm to the culprit. Punishment may include being in charge logging minutes for an extra week and apologizing to group members.
  
2. Describe what your team will do **if the infractions continue**:
  - If the infractions continue the group will try in its greatest power to solve the issue themselves (through communication) and if the group fails, they shall resort to outside help from the professor or the teacher assistant.

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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) Shane Armstrong date: January 17th, 2019
- 2) Nathan Villar date: January 17th, 2019
- 3) Ricardo Chan date: January 17th, 2019
- 4) Ben Hogan date: January 17th, 2019

\* This template was adapted from  
[https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)