

Team Contract, Client Meeting Preparation and Project Management Skeleton

GNG 2101- Introduction to Product Development and Management for Engineers and Computer Scientists

Faculty of Engineering-University of Ottawa

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## **Team Contract Instructions**

The 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 Brightspace.

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

**GNG2101, Section Z**

**Team Members:**

- Tristan Brady
- Divine Ciroma
- Haneen Abujayyab
- Can Berk Atabey
- Sankalp Chopra

**Suggested Projects:**

1<sup>st</sup> choice: Beginner 3D printing

2<sup>nd</sup> choice: Beginner laser cutting

3<sup>rd</sup> choice: Beginner soldering

## Team Procedures

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

- Group meetings will be held on a daily basis on the SLACK chatting platform.

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:

- Our group set up a group SLACK and discusses the topic, brainstorming, announcement, updates and reminder of the team project by using a community provider.
- Preferred method of communication for the team is best achieved through email, cell phone and smartphone contact information has been provided.
- Document sharing should be completed by Google Docs. Team has created the username and password for sharing the information.

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

Opinions will be heard from all group members to get a variety of feasible solutions and options. The solution with the most votes will be chosen.

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?):

Agendas should be noted at SLACK group to team members at least one/two day(s) before the meeting for optimum preparation.

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?):

Minutes are accumulated after each meeting and recorded in note at SLACK group. The accumulation of those minutes will run consistently through the SLACK group too.

## 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.):

The quality of performance, effort and work deliverables varies consistently with the majority of the team.

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

The team will work together in part by part. If there are any questions, the discussion will be used to solve the problems.

### Team Participation

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

Tasks and work distribution will be managed as an entire unit and separated as seen convenient by all members. Team members will have equally worked. Should a member ever feel overwhelmed with work.

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

From the storming of ideas and input, all group members are encouraged to participate and open discussion in which all team members are encouraged to discuss

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

Meetings and agendas are strictly designed with an ending output as the main goal to achieve. Team members will be used fully potential to ensure effective, time managed execution to achieve the goals.

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

All team members will have equal responsibilities in managing the project in terms of getting tasks done on time, ensuring good communication with fellow group members and that the schedule is followed up to date.

## **Personal Accountability**

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

Attendance will be mandatory for all group events/meetings. Punctuality is variable if a group member is reasonably running late. Participation is expected and will only be excused if a valid reason is presented by the team member who did not participate

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

Responsibilities will be equally distributed to each team member based on skills, understanding and available time that can be allocated to certain tasks. Timelines and deadlines will be set based on task dependencies and team member availability. Each deadline will be based off of the predetermined deadlines in brightspace.

#### 3. Expected level of communication with other team members:

All team members are responsible for attending virtual team meetings and are expected to seek an update if they have to miss any meetings for unseen circumstances. Team members are expected to communicate with other members and seek help if they fail to perform a task alone.

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

Each team member is expected to be fully committed to decisions based on group votes held virtually through communication apps like SLACK and/or ZOOM.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
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1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:

Members that decide to leave the above agenda will be warned up to a total of twice of lacking behavior to the group. If behaviour persists, it will be brought to the professor's attention.

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

Multiple infractions in any form would not be tolerated, if infractions persist, the professor and the TA's will be notified and action will be taken. Should a member continue to lack behind in the group, a meeting that tallies up these warnings and misbehaviors will be held towards the end of the project and will ultimately diminish feedback for that member.

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- *I participated in formulating the standards, roles, and procedures as stated in this contract and have.*
- *I understand that I am obligated to abide by these terms and conditions.*
- *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

## Signatures

- Signed by Tristan Brady                      Date: 05/09/2020
  
- Signed by Divine Ciroma                      Date: 05/09/2020
  
- Signed by Haneen Abujayyab                      Date: 05/09/2020
  
- Signed by Can Berk Atabey                      Date: 05/09/2020
  
- Signed by Sankalp Chopra                      Date: 05/09/2020



