TEAM CONTRACT

GNG2101, Section # Z02, Group #Z22

Team Members:

1) Sean Tsang

2) Daniel Deiros Hernandez

3) KC Ezrim

4) Tristan Rodgers

Project Choice: Power Grabber Handle

Team Procedures

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

Team meetings will take place at school or online on the discord meetings app if all group members cannot make it to an in-person meeting. Meetings will be held on Monday at 1:00pm and Thursday at 2:30pm for approximately 45 minutes to 1 hour. However, if more time is needed, all team members agree to hold additional meetings or prolong the meeting time.

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:

The team's preferred method of communication will be discord, face-to-face meetings, and email. Announcements and meetings will be held on discord messaging software and in person, while important information and updates will be sent out through email.

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

All large decisions that would affect the functions and all potential solutions of the product will be decided through a 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?):

The method for setting the agendas will be Wrike scheduling software. Sean will set the agenda for each week after the team meeting on Monday, all members will be notified of the updated agenda through discord to ensure all group members are aware of their tasks that's needs to be completed that week. Sean will be responsible for recording what needs to be on the agenda during the team meetings, he will update the information recorded during the meeting to Wrike for all members to view. A planned schedule of what will need to be discussed about the project will be made before the meeting, this will allow the team to focus and stay on track during the meeting.

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?):

Sean will record the information discussed during the meeting in a document that will be shared with the group proceeding with the meeting. Tristan will oversee taking notes and delivering the notes via email at the end of the meeting. The notes folder will also be made available on the team's shared OneDrive folder. The notes will be in bullet points, to allow paraphrasing if submission is required at any point. The minutes of the meeting will be disseminated based on the meeting plan that is made before the meeting;

this would disseminate minutes to the parts of the project that need most attention. The agendas and meeting minutes will be shared in a document and on Wrike.

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 team is expected to have an exceedingly high level of quality and professionalism in their work. Presentations will be formal and professional according to standard engineering practice. All team members will speak loudly and assertively in front of the class. All individual and collaborative work will be done to the most in depth and professional manner; the members are expected to put their most effort into all work that is done on this course. Communication and respect are key values for this team. Therefore, the team members agree to check up on all communication platforms and speak openly of any insight.

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

The strategies that will be used to fulfil these standards will be to use an agenda to schedule and organize team and individual work. Additionally, all members of the group will promote an open and accepting environment which would promote teamwork. Moreover, to keep the standard of the team, all members will be held accountable and responsible for the work assigned to them, if not completed on time the team will decide the consequences of the member based on the Consequences for Failing to Follow Procedures and Fulfill Expectations. Accountability will be upheld not only by the team members, but also by oneself.

Team Participation

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

Each member will be responsible for an equally distributed part of the weekly deliverable, the tasks will be discussed by the team and distributed accordingly. If an unfair amount of work is distrusted the member will bring it up to the group and a solution will be created to redistribute the workload evenly.

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

The team will encourage all ideas for potential solutions to our client's problem, the strategy will be to have all group members open and accepting to all ideas. No member should discourage or attack another team member for their ideas, thoughts and opinions. Any type of malicious behavior will not be tolerated and will be acted upon. This will encourage the team to be inclusive of all ideas.

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

The strategy to keep the team on task during meeting will be the meeting planner created prior to the meeting, this will delicate the appropriate time for each topic that will need to be discussed during the meeting, which will allow for the team to remain on track. Additionally, for an individual, they will stay on task by referring to their responsibilities that will be posted in Wrike and updated weekly.

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

The leadership will be shared however, Sean will be held accountable for organizing and making sure all members participate and complete their work in a timely manner. Tristan will oversee relaying any questions to the course instructor via email. Team members will be CC'd on all communications regarding the project and its deliverables.

<u>Personal Accountability</u>

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

All individuals are expected to attend and participate in all team meetings. If a member were to fall ill or not be able to attend a meeting for any reason, they should contact the team prior to the meeting to notify them of their absence. The members will then be updated on all content created or ideas developed during the meeting.

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

Everyone will be held responsible for their own work assigned to them; they are expected to have the work done before the deadline to ensure that the other team members can review their work before submissions. All work that the individual is responsible for will be put on Wrike, additionally individual timelines will have to be set by that individual.

3. Expected level of communication with other team members:

Members are expected to communicate with each other regularly to ensure that all tasks are completed on time before the deadline. Additionally, members should help other members if help is requested. Members are expected to communicate outside of meeting times, and check communication platforms regularly.

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

All members of the team should be fully committed to the team decisions and tasks. This would optimize team performance and produce the best solution possible for the team's client. Open-mindedness is a key value for this team, and each member will be receptive to all ideas communicated.

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:

Team members will be responsible for reporting other members if they do not stick to the contract. Team members will have one (1) warning if they do not follow the team contract's matters. After the one warning, the team member will be reported.

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

If an individual team member continuously performs infractions, they will be reported to the TA/PM by the rest of the group. In fact, following the second infraction, the team will compose an email to the

TA/PM. If violations continue, the team may seek to vote on whether the said person should continue being a group member.

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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) Sean Tsang   date May 8, 2022

2) Daniel Deiros   date May 8, 2022

3) Kesi Ezirim   date May 8,2022

4)Tristan Rodgers   date May 8, 2022

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