Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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 a 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 # A05   **Team # 20**

Team Members:

1) Jason Tong

2) Mayokun Okedele

3) Nicholas Schamerhorn

4) _____

5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**: STEM : after lab periods on Saturday, 2:20pm.

2. 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:

 Email, Discord and Text

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

 Majority Vote after group discussions for general decisions, consensus and inform the group for small decisions.

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?):

Weekly agendas should be proposed by a coordinator at meetings, likely rotating roles weekly, and iterated based on group feedback, with a final decision made within the meeting. Occasional reminders online through group chats on level of development.

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?):

    The member responsible for keeping record must be decided later. Agendas and minutes would be kept on Wrike.

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the "**Role Rotation Matrix of Members**" document and generate a role rotation matrix for your project team members below.

Have to wait until team size is confirmed.

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.?):

Individual research and peer review could be conducted with quality, presentations and preparation of draft might have low quality. Regarding research, since we intend to have rotations of responsibilities and specializations weekly, everyone should research the same topics individually before meetings and discussions. This allows for everyone to contribute in discussions on those topics equally, while offering varied perspectives from multiple sources, and simultaneously, as everyone would have enough knowledge to do so, can offer sufficient peer review on others work and ideas.

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

Set weekly objectives to designated members. We would also have additional task for those that finished early.

Team Participation

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

Weekly discussions and regular group chat communication for distributing tasks and knowledge. Perhaps keep team members to isolated tasks to avoid conflict and misinterpretations.

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

Weekly group meetings and regular group chat communication. Each team member has a turn, and should be asked for opinions based on specialization and skills.

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

Occasional reminder online, also regular discussion of project tasks to keep teammates on track.

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

Shared, since we have a small group. Each team member can contribute, with focus on members who specialize in the discussed topic.

Personal Accountability

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

Attendance at labs and meetings after it, unless discussed with all team members, preferably online before hand. On time for designated objectives.

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

Fulfill weekly objectives, work on extra tasks based on availability. Weekly timelines should be easily accessible, likely on Wrike.

3. Expected level of communication with other team members:

Regular communication of individual developments through group chats.

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

Team decisions should be based on group contributions, any lack of commitment should be discussed with the group. Rearrange tasks if issue cannot be resolved. Designated tasks should be completed within timeline, as the team would be dependent on it.

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:

Failure to complete team objectives or failure to attend team meetings without adequate reason could result in deduction of important tasks under the responsibility of the individual.

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

Low reputation on team reflection.

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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) ___Jason Tong_____date__September 25, 2023__

2) __ Nicholas Schamerhorn
_____date September 26, 2023

3) ___Mary Flynn_____date September26, 2023

4) _____date_____

5) _____date_____