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 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 # C02 **Team #** 6

Team Members:

1) Alexandre Linteau
2) Leo Liu
3) Boyu Zhong
4) Tobaogo Oderinlo
5) Samuel Tekie

Team Procedures

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

   Wenesday afternoon at SITE every week (~ 2:30 - 4:00). and 12:00 - 1:00 saturday.

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:

   face to face and Microsoft teams.

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

   We are going to do by consensus.

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?):

   - Alex will run the agenda by creating a notification in MicrosoftTeams every week, stay focused and organised.

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?):

   - Leo will keep a record of the minutes of our meetings.
   - They will be kept in Write so we can all see the minutes of our meetings.
   - It will done in MS teams.

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.?):

- We need to be on time and prepared for each part of this project and we expect the best for our team. We expect to complete these with efficiency.

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

- Being organised and communicate is the key.
- Make sure to contribute.

Team Participation

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

- Attending weekly meetings
- Allow others to help

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

- Write our ideas and taking turns to speak to the group.

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

- Staying organised, in order and be efficiently using our time.

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

- formal

Personal Accountability

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

- We can attest to this with record keeping and collaboration.

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

- High level of responsibility with each member completing their work & tasks.

3. Expected level of communication with other team members:

- speak your mind when you have an idea.

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

- Participate as much as possible

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:

- Let the group members know in advance

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

- Talk to teacher & give teamates a warning.

* * *

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 Jan 25
2) ______________________ date Jan 25
3) Boyu Zhang date Jan.25
4) Samuel Tekie date Jan.25
5) Alexandre Linteau date Jan. 25

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