

# TEAM CONTRACT

**GNG1103, Section # C01**

**Team # 3**

**Team Members:**

1) Isabelle Barrette

2) Sarah Alkadri

3) Jessicah Beardshaw

4) Benoit Tremblay

5) Rebeca Poulin

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

Our team will meet every Tuesday at 7:00pm on Discord to discuss project progress and Saturday at 7:00pm to finalize the deliverable submission.

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:

We will be communicating via Discord and occasionally Microsoft Teams, if necessary, to discuss all project related information including announcements, reminders, and problems.

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

Decisions will be made during a group discussion (coming to a consensus). If consensus is not reached, each side may present their reasoning and a majority vote will be taken.

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?):

Our team will use Discord to attend our weekly meetings and to schedule additional ones if needed. Isabelle will be responsible for the team following the agenda during team meetings. She will help the person in charge of the minutes being disseminated keep everyone on task with a

reminder at the beginning and end of the weekly meeting. We will set tasks and agendas for each meeting and make sure to communicate them properly to everyone to make sure everyone is on time and doing their said tasks on time.

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?):

We will use the functions on Wrike to maintain a record of minutes for each meeting and decisions made during each meeting. The minutes will be disseminated immediately after the meeting. The team will collaboratively decide upon an agenda, but Rebeca will be responsible for recording and disseminating minutes related to the advancement of the project.

### **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.):

Each team member will be held to ambitious standards. Everyone must complete their work on time to be able to collaborate and improve each other's part of the project. Everyone should take part in some level of individual research that can then be discussed during team meetings. Presentations should be captivating and informative, and all team members should be familiar with every part of the project.

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

Some of our strategies to fulfil these standards are to concentrate on one task at a time, keeping clients' interests and needs in mind, balancing individual and teamwork, communicating as often as possible to discuss project progress, asking for help from other members or the TA/PM, and following the criteria of the task at hand mentioned in the rubric as closely as possible.

### **Team Participation**

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

To ensure cooperation and equal distribution of tasks, we will ensure to plan before starting work on the next step of the project. This means having a meeting and distributing the tasks equally according to interest and skills to be certain we have the best results possible. Finally, respecting our teammates' needs and scheduling is key to a properly functioning team environment.

2. Strategies for encouraging/including ideas from all team members (team maintenance):  
Strategies for encouraging and including ideas from all members include constant positivity, being uplifting and giving constructive criticism instead of just flat-out criticism. It is equally important to make everyone feel seen and/or heard by including their ideas in our project. Therefore, our meetings will be open to discussion, everyone gets to talk, and no one should be overshadowed. We encourage asking questions and expressing our concerns.

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

Organization is key to staying on top of tasks. Setting clear due dates and ensuring everyone is aware of them will aid the flow of tasks with everyone knowing what they have to do and when. In case someone is falling behind before the due date we will make sure to remind them of the work needed to be done well before the due date, so the team isn't missing any deadlines. Positive encouragement is a very important part, negative attitude slows down productivity.

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

The document will be shared so that everyone is equally included in the project and feels like they have a voice (because they do).

**Personal Accountability**

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

We are expected to meet every week to discuss weekly responsibilities and team progress.

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

Everyone must make sure they are completing their assigned tasks on time and discuss with team members if a deadline cannot be met for work around or assistance.

3. Expected level of communication with other team members:

As much as possible, meetings are not the only time to communicate with each other so we will keep communicating if anyone needs any help with anything. However, no need for 24/7 monitoring or communication, no need to be excessive, but not just the bare minimum. We need to keep on top of everything and help when needed.

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

High level of commitment to making good team decisions about the distribution and contribution to tasks and scheduling. We are expected to communicate task delays and progress throughout the term.

**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:

We would calmly talk to the member in question in a non-confrontational manner and try to understand the reason behind their infraction and then discuss as a group work around if they are reasonable.

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

We will remind the members of the importance of this course assignment, and that we are relying on their contributions for a successful project. If infractions continue, we may report to the TA.

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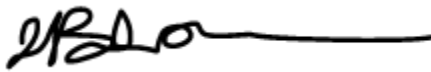
Owners of each task will be distributed preceding the beginning of each deliverable

Wrike snapshot (we will be adding more as we discover more tasks):

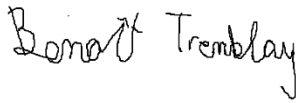
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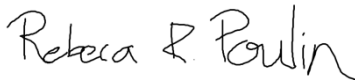
- a. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b. *I understand that I am obligated to abide by these terms and conditions.*
- c. *I understand that if I do not abide by these terms and conditions, **I will suffer the consequences as stated in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



date January 18<sup>th</sup>, 2022



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\* 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)