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 to your 115B instructor.

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. 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 you should be, 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 instructor, TA, or preceptor to resolve any conflicts so that you will have the most positive team experience possible.

TEAM CONTRACT

GNG1103, Section # _C03_   **Team # __11__**

Team Members:
1) ___Seonaid Hair_____

2) ____Laura Chin_____

3) ____Sam Barrett_____

4) ____Hongdi Fan_____

5) ____Adam Tilley_____

Team Procedures

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

   Wednesdays 3:00 pm on Discord
   Sundays 9:00 pm on Discord for review and submission

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

   Discord

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

   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?):

   Everyone contributes - decide Wednesday's agenda on Monday in lab as a group. There will be reminders in discord on Wednesday mornings. Seonaid will be sending reminders for tasks and meetings. Everyone is responsible for staying on track and following the agenda because it will be made together.

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?):

Wrike for agenda and take notes through a shared word document that will takes notes from the meetings. Every meeting, each person will have access to the word document and Wrike and can add things they believe are important. At the end of the meeting, the entire group will go through the points and ensure that everything is accounted for. The agenda for the week will be decided during the Monday lab. Then the expectations will be reevaluated on Wednesday in case someone has run in problems.

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.?):

Majority's standards - work for an A/Level 4 – it will be peer reviewed by everyone the day before it is due – Adam will upload once peer review is done

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

The group will attempt to be finished their work two days before so everyone else can review it. This will ensure that there's time to rework parts if the group doesn't agree that the work meets the standards.

Also, look at rubric and aim for the level 4 column.

Once work is completed, everyone will look over their work on their own time and then meet up on Sunday to talk over the corrections and discuss any major problems.

Team Participation

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

Distribute tasks on Monday – gauge tasks by Wednesday and let others know on group meeting Wednesday if there is too much work for you

Ensure that the tasks are broken into small, specific tasks. This will ensure that the tasks are distributed equally and that we don't have overlap with the work.

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

Don't judge – constructive criticism (Everyone else will band together to ensure that everyone is nice)

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

Schedule, agenda, trust, Wednesday is for support from each other

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

Each person will take leadership of a task and they are the leader of that specific task. At general meetings, we'll have shared leadership as we work through the general processes.

Personal Accountability

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

Attendance on Mondays and Wednesday (give notice if you need to skip it), give opinions and ideas, communication is important for punctuality and attendance

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

You're responsible for your tasks – if you need help, just ask but don't leave it until the last minute

3. Expected level of communication with other team members:

High level of communication, communicate honestly, look at discord every night, but it should never be more than two days

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

Be committed, contribute to discussions and decisions

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:

Talk to the person
Held accountable for not doing work by not getting grade

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

Talk to prof/TA/PM. Accept the fact that there are peer evaluations. Peer pressure should keep us in line.

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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) ____ Seohair _____ date____01/21/2021____

2) ___ _____ date____Jan21/2021____

3) __ Samuel Barnett _____ date____01/21/2021____

4) __ Adam Tilley _____ date____01/21/2021____

5) ____ Hongbi Fan _____ date
____01/21/2021____