

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 as 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 # D

Team # D2

Team Members:

- 1) Saad Rana
- 2) Magd Abdelmelek
- 3) Brian Zhou
- 4) John Zhou
- 5) Lola Omowa

6) Divine Ciroma

Team Procedures

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

Monday & Friday at Morisset Library 3pm. (Face to face)

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:

- Discussion by face to face meeting.

- Facebook (Messenger)

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

- Decision-making are discussed as a team
- Majority vote has been used in the team

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/remembered? 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?):

Agendas are to be developed by Magd Abdelmelek. Agendas will be noted at the messenger (group chat). The Team leader (Brian Zhou) will make sure that all parts of the agenda is covered and make changes to it. Reminders will be queued when team member go off task.

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?):

① Saad Rana and John Zhou will be responsible for recording & disseminating minutes

② By using mobile phone.

③ All the agendas & minutes will be kept in the drive.

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.):

Deliverables can show everyone's opinions and satisfaction, and achieve idea score.

2. Strategies to fulfill these standards:

a) regular meetings

b) proposal of team member's idea regular communication

Team Participation

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

a) tasks can be managed by the entire team

b) If a problem, the team leader will help to reach a solution.

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

① Each team member present their own ideas.

② Each team member are encouraged to participate in

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

① Each member should follow his/her own agenda and deadline for the task

② AT least, 2 meetings in a week

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

Team members have agreed on a team leader. During projects, there will be a shared leadership relation will be formed

Personal Accountability

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

All members should be present in every group meeting, and share their own ideas.

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

1) All group members should follow the assignment and project deadlines

2) Team ~~member~~ leader will check the work that is being completed on time.

3. Expected level of communication with other team members:
 - 1) use mobile phone as main tools of communication
 - 2) communicate actual meetings is encouraged each member can contribute individual ideas.
4. Expected level of commitment to team decisions and tasks:

Every team member should remain committed to any decision or tasks.

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:

Members who ^{are} not available for do not contribute equally to group work will be mentioned to the professor.
2. Describe what your team will do if the infractions continue:

multiple infractions will not be tolerated, if infractions continue prof will be notified, and action will be taken.

- 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) [Signature] date Jan 20th, 2020
- 2) [Signature] date Jan 20th, 2020
- 3) [Signature] date Jan 20, 2020
- 4) [Signature] * John date Jan 20, 2020
- 5) [Signature] date Jan 20, 2020
- 6) [Signature] date Jan 22, 2020

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