

## **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 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 #   C01  

Team #   5  

### Team Members:

- 1) Dev de Haan-Sharma
- 2) Luca Chayer
- 3) Ava Butts
- 4) Noor Trigui
- 5) \_\_\_\_\_

<b>Team Procedures</b>
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1. Day, time, and place for regular **team meetings**:

Our team meetings will occur from 4:00 to 5:00 pm every Monday on the ground floor of Morisset library.

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:

Our group will use an iMessage group chat for general communication within the group. For note sharing, our group will use a shared google doc and perhaps a shared google drive for file sharing.

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

Given that our group only has 4 members, we find that decision by consensus will be the most efficient.

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?):

As to equally distribute this part of the workload, our group will rotate the responsibility, such that a new member oversees the agenda each week.

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?):

For the same reasons as for the agenda, this responsibility will also rotate week by week. The rotation will be such that the agenda keeper and note taker will not coincide. Agendas and minutes will all be kept on one shared doc. The minutes will be taken in a rough format during meetings, to ensure that the notetaker can dedicate their attention to the discussion. Minutes will then be refined outside of meetings.

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.

To ensure everyone participates in each area of the project, our group will adopt the role rotation system. Having only 4 group members does complicate this, as there are 5 distinct roles. To resolve this, our group will take on a more flexible approach, allowing members to participate in other roles at theirs and the groups discretion.

## **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.):

Given we are only 4 in the group, our individual workload will be rather high. We also expect the collaborative tasks to be completed at a high level, as our smaller group makes it easier to find consensus, avoiding a major roadblock in collaborative work. This number also facilitates elements such as peer review, as our group could split into pairs to easily complete this task.

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

To ensure the timely and efficient fulfilment of these standards, the workload will be divided into certain tasks to be assigned to members during group meetings. These meetings will also serve as a time to present work or obstacles to gather group feedback, and to ensure that everyone is following along with each line of work within the project.

### **Team Participation**

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

To equally distribute the workload, our group will assign tasks during meetings, such that members have a relatively equal workload. Cooperation will be ensured both during these meetings, which will serve as a space to share ideas and collaborate on tasks, but also outside of discussions in spaces such as the group chat, which should help foster communication.

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

Given our smaller group, we do not foresee this being too much of an issue. During meetings, equal participation in discussion will be ensured by the agenda keeper, who is encouraged to prompt the discussion. To allow ideas to reflect in tasks, group members will be assigned tasks based in part off their interests, or if they feel uniquely qualified.

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

Maintaining a record of what tasks need to be completed by who will be key to ensuring minimal confusion in completing tasks. Functional communication will further this element and help assign tasks in the most efficient way possible by considering all the factors outside of the project that may impact a team members ability to complete a given task.

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

The smaller group size pushes us towards an informal leadership structure. Discussion guiding will be done by the agenda keeper, who will change each meeting. Task assignment will be done by the group, removing the need of a clear “leader”.

### **Personal Accountability**

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

Team members are expected to attend as many meetings as possible, but by no means does this mean that they must attend them all. In the scenario where a team member cannot a meeting, they are expected to communicate this in advance, so the rest of the group is not caught off guard. In this eventuality, the missing group member will be kept in the loop as well as possible, with all notes and task assignments being shared through the common google doc.

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

Given that group members play a part in deciding what work they must complete, there is a high expectation to meet deadlines. It is not expected however that team members complete tasks alone or feel that they cannot reach out for help. Proper communication will serve to ensure a task is completed, even if the assigned member does not feel they can finalize a task by the deadline.

3. Expected level of communication with other team members:

Given that all the group's "contingency" plans depend on prior knowledge, communication is key to the proper function of this team. With avenues of communication already established, there should be no reason that group members cannot communicate issues they are facing, so the expectations for communication are very high.

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

As they play a key role in making team decisions, group members are expected to demonstrate a high level of commitment to said decisions. There will be an allocated time to debate decisions during group meetings, but outside of these sessions team members are expected to follow the defined plan, as to ensure the smooth completion of the project.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
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1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

For single-instance infractions, the group has decided to handle these internally. Firstly, the group member in question is expected to communicate a potential infraction of obligations to the group, such as to provoke a proper and well thought response. If a pre-emptive alert is impossible, the group will discuss solutions at the next meeting, or at an earlier time if necessary. The team member committing the infraction will bear the brunt of the responsibility, but other team members may get involved at the discretion of the group.

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

If repeated infractions occur, despite group discussion and implemented solutions, the team will discuss the issue once more. If not lead to reasonably believe that the infractions will end there, the rest of the group will then approach a TA to seek guidance in finding a final resolution.

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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) Dev de Haan-Sharma date 9/22/2023

2) Luca Chayer date \_9/22/2023\_

3) Ava Butts date 9/22/23

4) Noor Trigui date 9/22/23

5) \_\_\_\_\_ date \_\_\_\_\_

\* This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc)

Wrike Snapshot Link

<https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=YKZsEoMp2ZCNLTjS4p8yhWo3c9NsBMUB%7CIE3DENZQHE2TILSTGIYA>