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 # 02 **Team #** Proj9

Team Members:

1) Louis Choinière

2) Yiming Han

3) Runxing Yan

4) Bhavya Patel

5) Quynh-Ni Au

Team Procedures

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

   Monday 7pm on Microsoft Teams

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:

   Microsoft Teams

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

   Majority vote

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?):

   Quynh-Ni will be in charge of the meeting agenda via a shared Word document,
   which will be updated the weekend before each meeting.
   We will all be responsible for keeping the meeting on track.

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?):

   Record keeping will be done through the shared Word document.
   Responsibility for minutes will be rotated each session.

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.?):

   All work should be completed and will be peer edited.

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

   Drafts can be shared with the group and finished projects should be shared with the group a day or two before the deadline to be peer reviewed.

Team Participation

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

   Distribution of tasks will be discussed at meetings.
   Inequality of tasks should be brought up during this time.

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

   All group members should contribute their opinion to each group decision during meetings.

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

   Following meeting agenda and take notes on meetings.
   Finishing tasks and sharing with the group before deadlines

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

   Shared leadership structure—everyone will take the lead on their own task/project.

Personal Accountability

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

   Meeting notes (and recording) will be shared post-meeting if someone is unable to attend.
   If someone is unable to attend, they will let the group know beforehand.

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

   Tasks should be completed a day or two early and be shared with the group before being submitted.

3. Expected level of communication with other team members:

   Use the group chat throughout the week outside of meetings to communicate progress regularly.

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

   If the group agrees on a decision, all team members should be committed to this decision.

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:

   Communicate with the group about any infractions. We will work out any misunderstandings and problems among the group.

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

   Communicate with the prof, TA or PM.

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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) Louis Chevrière date Mon. 20, 2021
2) Runxing YAN date Mon. 20, 2021
3) Yiming Han date Mon.20, 2021
4) date Mon 20,2021
5) Juynh-Ni date Mon. 20, 2021

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