

## **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 # \_\_\_\_\_

Team # \_\_\_\_\_

## Team Members:

- 1) Alejandro Arreaga-Gonzalez
- 2) Amy Barnhill
- 3) Jiachen Hu
- 4) Yendra Yogarajan
- 5) \_\_\_\_\_

## Team Procedures

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

Once a week every Thursday at 8 pm ottawa time. Regular team meetings will take place via 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:

MS Teams chat

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

Majority votes

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?):

Team meetings will be set on the predetermined date and time. Yendra will remind team members a day in advance via the teams chat. Amy will be responsible for the team following the agenda, making sure off topic discussions are kept to a minimum and the team is focused.

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?):

Alejandro will be responsible for record keeping. Minutes will be disseminated based on the topics needed to be covered and their varying importances. Anyone will be able to talk about their ideas and share freely.

## **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.):
  - High effort and polished work
  - Does not have to be perfect but should be your best work
  - Good grammar and punctuation, cite sources, get work edited by 1 group member
2. **Strategies** to fulfill these standards:
  - Peer revision
  - Don't procrastinate resulting in sloppy work quality
  - Review deadline often

### **Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:
  - Assigning certain roles and tasks to individuals
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - Communication on MS Teams
  - Actively asking all members to share ideas
  - Encouraging combining the best of all ideas from team members
3. Strategies for keeping on task (task maintenance):
  - Assigning certain roles and deadlines to individuals on Wrike
  - Using calendar feature on Wrike
  - Have a checkup before and after a set deadline
4. Preferences for leadership (informal, formal, individual, shared):  
Shared (voting process)

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - Be at team meetings and on time unless valid excuse not to be
  - Share ideas during meetings (do not be muted the entire time)
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - Everyone is responsible for what they've been assigned, and the deadline they've agreed to

3. Expected level of communication with other team members:  
Check team chat consistently

4. Expected level of commitment to team decisions and tasks:  
- Everyone is responsible for what they've been assigned, and the deadline they've agreed to  
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**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:



Handling infractions should be done as a team. The first 3 infractions will be handled by having talks and warnings within the team meetings.

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

If the infractions continue, team members will contact the TA or professor regarding the actions of the individual.

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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)  date 2021/09/23
- 2)  date 2021/09/23
- 3) jiachen Hu date 2021/09/23
- 4) y. yogarajan date 2021/09/23
- 5) \_\_\_\_\_ date \_\_\_\_\_

\* 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)