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 # F-03   **Team # 3.4**

Team Members:

1) David Brunner

2) Shiqian Li

3) Nicolas Van Leeuwen

4) Brandon Yeung

5) _____

Team Procedures

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

    Saturday 10:00am

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:

    Discord

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

    3/4ths majority

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?):

Brandon will set the agendas, this will take place during the meeting times, members will be notified through discord, Brandon will be responsible for making the team follow the agenda, every ten minutes a timer will go off telling us to return the to subject at hand if the conversation has lead off a tangent.

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?):

Nick will be writing down every change of subject and for how long it's spoken about during the meeting, and this data will be stored in a shared folder.

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.?):

Good visual fidelity, coherent content, well written and presented, proofread, thoughtful and or insightful.

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

Several proof reads, several re-iterations for refinement, setting clear goals and objectives, distinct and consistent visual style, well organized structure for presentation.

Team Participation

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

Division of labour, reasonable arrangement plan, collaborative task, task that are dependent on each other.

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

Encouraging everyone to give an idea, use team meetings to gather information from others, ask every team member their idea or approach to a problem/objective.

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

Strict deadlines with dependencies, proper time allotment and time management, weekly confirmation on task progress, adherence to the agenda

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

    Shared, informal leadership style.

Personal Accountability

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

    Strong commitment

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

    Full commitment

3. Expected level of communication with other team members:

    Depends on the importance of what is being communicated. Everyone is expected to communicate difficulties or need of assistance as early as possible.

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

    Full commitment

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:

    3 strike policy. Issues will be handled informally between group members and expectations will be set.

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

    Team member will be reported to the Prof or a TA, and the issue will be resolved from that point.

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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) David Brunner date: January 22, 2022

2) Brandon Yeung   date January 22, 2022

3) ShiqianLi, date: January,22,2020_____

4) Nicolas van Leeuwen   date: 1/22/2022