

## Team Contract

### **Team Members:**

- 1) Sarah Riaz
- 2) Griffin May
- 3) Joshua Rose
- 4) Tian Li

### **Team Procedures**

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

Thursdays at 12pm in the STEM building

*2. Preferred method of communication*

Group chat on text or email

*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?):*

Agendas will be made/discussed by everyone at team meetings using Wrike. Everyone will have shared responsibility keeping up with the agenda. Team members will be notified and reminded through text by the others if they do not show up to a meeting or complete their tasks at the scheduled time.

*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 on a Google drive folder containing all the meeting minutes and documents created for this project. Each member will be responsible for uploading their work in the Google drive folder and meeting minutes will be recorded and uploaded in turns.

## **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.):*

Project standards should be up to a high degree of quality this includes drafts, peer reviews, individual research and presentations.

*2. Strategies to fulfill these standards:*

Some strategies to fulfill these standards are group collaboration and group discussions about the tasks and their level of quality. We will also be distributing tasks based on strengths to ensure high quality.

## **Team Participation**

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

Have discussions on what is needed to be done and assign tasks during weekly meetings to ensure equal distribution and cooperation.

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

Be motivating, update Wrike about the tasks you may have done in order to keep other teammates motivated in doing their part and finishing their tasks. Make sure everyone speaks at the team meetings and adds their own input in meetings and group decisions.

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

Some strategies for keeping on task are reminders on group chat, on the weekly planner on Wrike, and at team meetings. We will allow breaks in between different tasks for each member and spread tasks evenly to maximize productivity.

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

Shared leadership is preferred and making sure everyone has the chance to lead and speak up is crucial. This allows for collaboration within the group which would make the team's performance stronger.

## **Personal Accountability**

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

Everyone is expected to attend all team meetings on time or within a reasonable grace period of the start of the meeting. If unable to attend, let the team know as soon as possible.

2. *Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:*  
Everyone should take full responsibility for their tasks and complete them on time. All assignments should be done to the best of your ability.

3. *Expected level of communication with other team members:*  
Everyone should have good communication and be honest, let your teammates know if you are having any problems with your tasks. If you are struggling with a task let the group know and we can help.

4. *Expected level of commitment to team decisions and tasks:*  
Full commitment is expected by every team member. Always give input on decisions and tasks and be mindful of your schedule, do not take on tasks you do not think you will be able to complete. If you have a lighter week than the rest of the group, feel free to take on a few more tasks than usual in order to help out as much as possible.

### **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:*


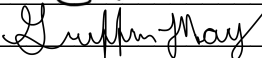
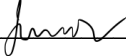
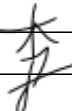
We will start by reiterating why this project is important. We will also use our weekly meeting to discuss the infraction and what we think the appropriate course of action is. We will be sure to give constructive criticism and provide positive feedback to ensure the infraction does not occur again.

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

If the infractions continue we will plan a way to bring the issue to either the TA or the professor and let them handle the issue more seriously.

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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: January 22nd, 2023
2) _____		date: January 22nd, 2023
3) _____		date: January 22nd, 2023
4) _____		date: January 22nd, 2023