uOttawa

Deliverable A: Team Contract

Elisha Khandaker, 300308377
David Mclntyre-Garcia, 300241605
Madeleine Forcese, 300287850
Jonathan Birmingham, 300247449
Tyler Yu, 300133533

May 16, 2023

Table of Contents

TEAM CONTRACT

GNG2101, Section # Z02

Team Members:

1) Tyler Yu

2) Jonathan Birmingham

3) Madeleine Forcese

4) Elisha Khandaker

5) David McIntyre-Garcia

Suggested Projects:

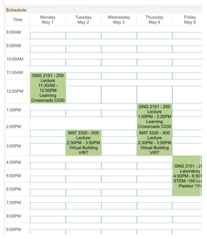
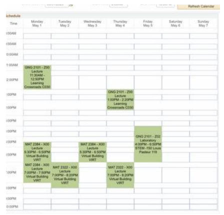
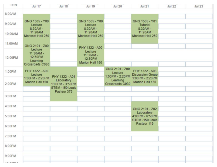
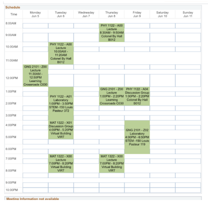
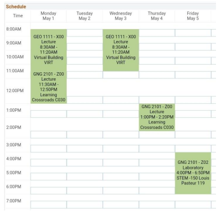
1st choice: One-handed walker steering

2nd choice: Wheelchair backpack transfer device

3rd choice: Voice activated chair remote

Team Procedures

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

Jonathan	Madeleine	David	Elisha	Tyler
				

Our team will be meeting every Thursday at 11:00am - 1:00pm on the 5th floor of the CRX building on campus. Each member of Team 22 will take turns booking study rooms for the team to meet in. If needed, our team will meet online to complete tasks. Once the prototyping process has started, Team 22 will meet on Wednesdays at 10:00am - 12:00pm in addition to the Thursday meeting.

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:

The preferred methods of communication are WhatsApp (via text or call), face-to-face (in class) and during scheduled team meetings.Team 22 will utilize Whatsapp for informal discussions. These include quick reminders and messages. Team 22 will utilize face-to-face and team meeting times for formal discussions. This may include receiving/giving feedback to one another.

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

The decision making policy will mainly be by consensus. It is critical that all members of Team 22 agree on major choices. This may include deliberating on decisions and negotiating adjustments as needed. We will implement the consensus decision making policy by discussing tasks and ideas with one another. Since Team 22 consists of an odd number of people (5 members), if needed, we will handle some decisions using the majority vote policy. We will implement this policy by taking anonymous votes during in person meetings. We will utilize the majority vote decision making policy only if it is completely necessary and the group is not able to come to an agreement through consensus.

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?):

Team 22's method for setting meeting agendas is to grasp an understanding of each other's schedules in order to determine the best time to meet with each other during the week. Our agenda will be discussed before the meeting, through our online group chat and in person during class/labs to ensure we are using our time wisely during meetings. Agendas will be determined by reading instructions for each deliverable/task together and assigning parts that everyone agrees upon to finish by a certain deadline. These tasks will be assigned on Wrike which all members have access to. Actual meetings will be used to work on these parts together so we can discuss project matters and ask for feedback from one another.

Tyler will book study rooms in advance for the team to meet (for the first meeting since Team 22 will take turns booking study rooms every week). **Elisha** and **Tyler** will set the agenda for the meetings before the meeting date and **Madeleine** will be responsible for making sure the team is following the agenda during the meeting. **David** will be responsible for notifying/reminding the team members of the upcoming meetings through the WhatsApp group chat. **Jonathan** will take notes during the meetings and create a summary after each meeting to ensure we are on track and up to date with the tasks.

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?):

Jonathan will be responsible for record keeping and disseminating minutes. **Elisha** will disseminate minutes before each meeting by creating an outline for the tasks needed to get done during the meeting. The meeting minutes will include all the objectives that are intended to be discussed and worked on within the meeting. **Jonathan** will include timestamps for all objectives that were covered during the meeting to ensure an organized method for record keeping. The meeting minutes document will be available to all group members before and after the meeting so there is a space for team members to jot down ideas, questions, topics, etc. that they would like to discuss with the team. Team members will go over the meeting minutes document right before the meeting ends to quickly summarize everything done during the meeting. This ensures all team members are caught up and last minute questions can be answered.

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.?):

Below is a list of the project standards set by team 22:

- Team presentations are consistent, straightforward, and concise. Everyone contributes equally, whether it's developing the presentation, researching presentation themes, or presenting to the audience.
- Collaborative writing involves a structured and formatted approach, where each member of the group is assigned a specific part of the document to complete. This ensures accountability and responsibility for the final product. Thorough research is conducted by each member, and proper citation of sources is emphasized to ensure credibility.
- The collaborative writing process also involves editing and giving constructive feedback to group members to ensure consistency and coherence in the writing. By providing constructive feedback and openly communicating, the group can work towards a cohesive and well-written final document.
    - All members of the team will provide feedback with honesty and respect. This means describing the members behaviors/work quality and how it affects the team, using neutral terms.
- Document drafts will be completed in a timely manner and the quality of work will meet the standards set by the group.

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

The following are strategies for Team 22 to fulfill:

- Team members will be encouraging of other members' ideas.
- Team members will be good listeners, open minded, and considerate.
- Schedules and meeting minutes are organized and maintained to ensure progress is being made.
- All members receive and give feedback to one another to ensure quality of work standards are met.

Team Participation

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

The following is a list of strategies to ensure cooperation and equal distribution set by Team 22:

- Planning in advance, communicating regarding tasks, and dividing the work based on the individual strengths and weaknesses of each team member.
- To ensure equal distribution of tasks, the team will communicate regarding task preferences in order to manage who feels confident in each task.
- To ensure cooperation, the team will regularly communicate via the WhatsApp group chat and scheduled in person meetings to address concerns, plan tasks and coordinate meeting times.
- Team members will use Wrike to ensure they are aware of which parts are to be completed and by who.

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

Strategies for encouraging/including ideas for all team members include having team discussions in which each person is encouraged to share their ideas and brainstorming collectively. Specifically, the team will brainstorm separately for a few minutes, and then come together to share ideas. Thereafter, ideas can be combined and modified according to project requirements. In this case, each team member will have the chance to contribute while also being able to implement new ideas. Team 22 will provide positive and/or constructive feedback when each member of the team contributes an idea to ensure a more encouraging environment. Each member of team 22 will be aware of what/when they contributed to the project. Each member of team 22 will be aware of what/when work is contributed by other team members to ensure a high quality of team cohesiveness.

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

Strategies for keeping on task include setting clear expectations/deadlines, maintaining the gantt chart, maintaining motivation and breaking tasks down. Team 22 will do this by setting daily goals to track the progress of the project. The key for keeping on task will be maximizing productivity. To do so, the team will break tasks down into manageable work products. Each member will contribute to parts of the project according to their strengths and weaknesses. Team members will also support other members on any tasks they may need help with. To maintain motivation, the team will support one another by communicating. Maintaining the gantt chart will be especially useful for keeping on task given that it will effectively organize all deadlines and task allocations. In order to maintain a disciplined schedule, team 22 will ask for updates from team members when they see fit to confirm important tasks are being done well and on time.

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

The preferences for leadership involve informal and shared leadership. Team 22 will not have an official, formal leader assigned. Rather, the team will cohesively work to make decisions and allocate tasks. Leadership may change given the task at hand and the expertise of each member of the team. Each member of team 22 will adapt the leadership role when they are in charge of booking a study room for the team to meet in, or whenever they see fit. This will allow all members of team 22 to feel encouraged to participate and incorporate work ethic tactics that they feel are effective.

Personal Accountability

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

The following is a list outlining the expected individual attendance, punctuality, and participation:

- Everyone is expected to attend every team meeting. The only exception is if said person gives a reasonable reason for their absence.
- All members of team 22 will participate in meetings and prepare for meetings in correlation to the meeting agenda.
- All members of team 22 will be expected to arrive at team meetings and project specific labs on time.
- Team members can leave early if needed due to other commitments (jobs, classes, personal reasons, etc.).
- All members will communicate with the group if they are not able to attend a meeting or if they need to leave early.
- If a member of team 22 can not attend a meeting, it is their responsibility to complete their assigned tasks and understand their new tasks (asking questions to the rest of the team is encouraged).
    - Meeting minutes are helpful if a member misses a meeting.
- All members of team 22 will be helpful and provide insightful feedback to an individual that misses a meeting and is confused about certain project material.

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

All members of team 22 are responsible for their designated tasks for project work and deliverables, and they are expected to meet deadlines set by the team. If they cannot fulfill their responsibilities, then they must give the rest of the team a reason and enough time for the team to finish the task. The main point is that everyone on the team should be consistent with communicating with the rest of the group. All members of team 22 will assume leadership and take responsibility for project work and deliverables due to the teams agreed upon decision making policy and shared leadership management style. All members of team 22 will be obligated to complete their own tasks and provide feedback/help to other members due to the teams agreed upon shared leadership management style.

3. Expected level of communication with other team members:

Team members should be in contact on a regular basis. Team members should regularly notify one another of absences and keep in regular contact regarding tasks at hand and upcoming deliverables that need to be completed. All members of team 22 will be responsive to other team members when questions are asked.

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

All members of team 22 should be involved in all team decisions. Each team member should also be committed to completing their assigned tasks before the deadlines that are set as a team. All members of team 22 will be expected to contribute a significant level of commitment to team decisions and tasks.

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:

For minor infractions (Missing a meeting/deadline), we will schedule a team meeting in which the matter will be discussed with everyone present. For most issues this should be enough to come to a solution, whatever that may be. Team 22 understands infractions are not always intentional. Small reminders and discussions during group meetings is how team 22 will deal with infractions and keep the harmony of the team.

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

If infractions continue, further action will be taken. Depending on how severe the issue is, we will discuss as a group about what is happening. If it can't be solved by us alone we will send an email to the TA/PM to ask for assistance. Specifically, major infractions that occur with no improvement in actions may result in the rest of the team discussing how it should be handled and could extend to getting PM's/TA's involved to sort out any major issues.

https://www.wrike.com/workspace.htm?acc=4975842#/folder/1109354820/timeline3?viewId=158884379

****

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) Madeleine Forcese MForce date: May 16th, 2023

2) Jonathan Birmingham JB date: May 16th, 2023

3) Tyler Yu date: May 16th, 2023

4) David McIntyre-Garcia David McIntyre - Garcia date: May 16th, 2023

5) Elisha Khandaker Elisha K date: May 16th, 2023

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

Project Management Skeleton ☠️☠️☠️
https://www.wrike.com/workspace.htm?acc=4975842#/folder/1109354820/timeline3?viewId=158884379

Project Management Skeleton Snapshot link:
https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=9BpNGU4vnJZ88CAVmzHCOhMN232qO7e2%7CIE2DSNZVHA2DELSTGIYA