<u>Team Contract Instructions</u>

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
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 **<u>as specific as possible</u>**: (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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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 **<u>copy</u>** of your finalized contract on Brightspace.

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 # 2   **Team # 7**

Team Members:

1) Hind Laayar

2) Leticia Solano

3) Caelen Zackrias

4) Kate Zakkis

Team Procedures

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

Thursday at 4:30
Saturday 1:00
Place: SITE round table and virtually

Depending on importance of meeting, if one person cannot attend, we will reschedule. However, this must be mentioned 48h before.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

 Instagram for quick messages and questions. Teams will be used for meetings, documenting and organizing our documents. We will also use Wrike for task management.

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

We will be using consensus to make decisions. We believe that if the idea is good, it's probably convincing enough to get the rest of the group to agree with it. Also, if everyone agrees that reduces conflict. Additionally, since we are only 4, it should not take much time to convince everyone of the idea.

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?):

 We'll all set the agenda, a week before during a meeting. We will try to use Wrike to do so. If we are unsuccessful with it, we will opt for teams or google calendar. One person (Hind) will be responsible for reminding the rest of the teams of the tasks to complete. She will be doing so by sending a Teams message containing the tasks that every member must complete after each meeting. Also, she will be tasked to make sure that the team follows the agenda throughout the meeting. This could be done by setting time constraints and by making a checklist at the beginning of the meeting to let everyone know what needs to be done.

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?):

   Kate will be responsible for record keeping (note taking) and keeping all the information in a word document, accessible to everyone.

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the "**Role Rotation Matrix of Members**" document and generate a role rotation matrix for your project team members below.

Member Role Rotation Matrix in a Project Team of 4 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Hind	Designer & Quality Controller (DQ)	Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check	DQ	E	P	R	DQ	E	P	R	DQ	E	P	R

Name	Role	Description												
		prototype and test quality.												
Kate	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	DQ	E	P	R	DQ	E	P	R	DQ
Caelen	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	DQ	E	P	R	DQ	E	P	R	DQ	E
Leticia	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	DQ	E	P	R	DQ	E	P	R	DQ	E	P

Names and skills of each team member

Names	Skills	Weaknesses
Kate	Coding (python/java I don't know any other ones), cad	Drawing, handwriting
Hind	Drawing, Writing long essays, Tinker Cad, Organisation, coding in C?	CAD, other programming languages
Leticia	Drawing, organization, writing	CAD
Caelen	Drawing, CAD	Coding

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.?):

A realistic standard would be to make sure that our work isn't rushed, but that it also doesn't take an abnormal amount of time to complete. Also, we should include peer reviews to improve our work and to ensure that we don't miss anything. Team presentations should be well prepared and fluent. As for individual research and draft preparation, they should be complete and done on time. Each team member should aim to complete the project well and fulfill all the criteria for it.

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

We should avoid leaving anything for the last minute to ensure that our work is complete and not rushed. We can do that by planning to finish at least 5 days before the actual due date to account for last minute issues. If ever a teammate does not have enough time to complete the task before the deadline, they should notify their teammates in advance (at least 3 days).

For example, to ensure that our presentations are up to standard, we should practice together ahead of time (at least one week in advance).

We should also plan out who's doing what, during the meetings to make sure that we don't miss anything important.

Rereading each other's work should be done regularly and there should be a determined time for giving feedback on the work during each meeting. Reminding everyone of the tasks that need to be completed should also be done by Hind as she is the person in charge of that. Also, before any deadlines, it will be required for all team members to double check with each other.

Team Participation

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

To ensure that tasks are equally distributed, estimate the amount of time that each of them requires to distribute them equally according to that. Also, if a task ends up taking more time than expected for a group member, we could try to give them less work the next week to account for the longer task so that everything is more equal. To ensure cooperation, we could regularly check in with each other to make sure that our tasks are going well. We also strongly recommend team members to ask for help when they are unable to complete their tasks.

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

When it is time for brainstorming, each teammate should at least give one or two ideas. We should take turns speaking and debating ideas to make sure that everyone shares their opinions. Also, if we notice that one team member is not speaking as much, we should ask them directly what they think of the ideas given and include them more often in the conversation.

If a team member misses a meeting, the others must help them by informing them of any decisions made and give them any missed information. We can do this by documenting all the meetings through teams and organizing all documents in the files.

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

To keep people on task we can both check up on them and see how the work is coming along, both during the weekly meetings and on our group chat. Hind will also remind everyone of their tasks and how much time they will have to complete it. Also, we can set time constraints for each task.

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

Informal and shared. Decision-making is done by consensus, and everyone should be able to veto a decision (within reason).

Personal Accountability

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

Everyone should try to attend most of the meetings, and if someone can't, they should warn everyone else at least 48 hours before the meeting, if possible. Each team member should we able to attend 90% of the meetings. We will be keeping tabulation of this with a presence sheet for every meeting.
For punctuality, it is required that team members be on time for the meeting.

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

We're going to split up the work evenly and everyone should be responsible for their part. However, we should also try to check in with everyone else to see how they're doing. All team members must be responsible for their part (know what is done and left to be done). They should also be aware of any deadlines concerning the project and have a plan on how they will complete their part on time.

3. Expected level of communication with other team members:

Everyone should play a part in the meeting whether that be providing feedback, asking support, or just sharing general ideas. Both updates and reminders will be provided to help stay on task. Team members should take about one or two days to respond when prompted on Instagram or teams.

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

Every member should be committed to the team and do their best to ensure that the product is of good quality. Team members are expected to have a 90% attendance rate overall. Also, they should commit at least 3 hours a week to working on the project.

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:

If any team member does not follow the guidelines previously stated, the others will tell them. Then, they will try to find the reason for which the infraction is occurring and ensure that it will not happen again.

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

If the infraction continues, we will inform the TA about it and set a plan for what should be done.

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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) Kate Zakkis   date September 21, 2023

2) Leticia Solano   date September 21, 2023

3) Caelen Zackrias   date Thursday September 21st

4) Hind Laayar   date Thursday September 21rst