

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 # G

Team # 4

Team Members:

- 1) Abbas, Shazan_____
- 2) Bonakdari, Dan_____
- 3) Lavallee, Robert_____
- 4) Sherry, Ali_____
- 5) Tabche, Amro_____

Team Procedures

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

Saturday, 4:30 CRX OR SITE OR STEM OR ZOOM OR
DISCORD CALL

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?):

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?):

Discord and other socials, wrike. Notebook kept by Robert.

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?):

List in excel and/or google docs

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.?):

Top G quality, everyone does there best to be the top dog!

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

Staying Organized and remaining on task.

Team Participation

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

Be respectful and courteous towards other's needs.

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

Don't speak over others, be empathetic and listen to others ideas.

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

Use wrike and other notebooking strategies to stay on track to meet deadlines. Also, only 7 hours of fortnite per day.

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

Shared.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
99%, Everyone does their part with some room in case of personal issues.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
20%, everyone does a shared amount of work on the project.
3. Expected level of communication with other team members:
99%, Always communicate whenever necessary!
4. Expected level of commitment to team decisions and tasks:
100%, we are a team and will complete each task as a team!

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:

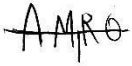
We would set up a fortnite 1v1 battle where the conflictors battle to see who is victorious.

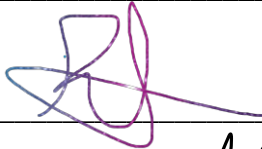
2. Describe what your team will do **if the infractions continue**:

Report the imposter to professor, TA or PM!

- 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 25th Sept, 2022

2)  date 2022-09-25

3)  date 2022-09-25

4)  date 2022-09-25

5)  date 2022-09-25

* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc