

## TEAM CONTRACT

GNG1103, Section # B03 Team # 14

### Team Members:

- 1) German Soubllette
- 2) Defne Oguz
- 3) William Hickey

### Team Procedures

1. The meetings for the above group will happen on Tuesday at 6:00pm EST, extra meetings if required will be held after the lab slot on Thursdays.
2. Group members will be punctual. Meetings will start five minutes after the agreed start time.
3. All members of group are expected to attend all meetings unless for an unavoidable event such as illness.
4. Breaks will be decided by unanimous consent and will not exceed twenty minutes in length.
5. All group members will come to the meetings prepared by:
  - a. Reading the assigned material (as much as possible), and
  - b. Come with ideas pertaining to the tasks and decisions to be made.
6. Tasks that group members agree to undertake should be completed by agreed deadline, if there is a concern the person should seek help from other members of team to avoid delay.
7. Group members are expected to perform work to a high standard and provide workings for peer review prior to deadlines.
8. Decisions will be made using a majority vote system. If there is an issue please refer to Section: Methods for Resolving Impasse.

Initial \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## **Team Roles**

1. Roles will be assigned prior to a meeting or if this is not possible at the beginning of the meeting. Roles will rotate each meeting.
2. The leader, at the beginning of the meeting will review the agenda for the meeting.
3. The recorder will take notes for the meeting and update official record.
4. Timekeeper will ensure the team meeting stays focus and keep group aware of time remaining. The leader will decide what to do if time is running out on a discussion.
5. German Soublotte will be in charge of reminding team members of meeting times and fore preparing the agenda for each meeting.

## **Team Communication**

1. Preferred method of communication for the Team will be done mainly through discord, sometimes it will be done face to face during the lab sessions in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders and problems.
2. When communication outside scheduled meeting times Team members will be expected to be reachable and not take more than 24 hours to respond to a teammates inquiry.
3. Records for every meeting and discussion will be kept through Google Sheets, where time will be recorded on discussions of every part of the project.
4. All work that can be stored on a shared document should be so it is available to all team members to review. If a scan document is required it should be made available to all members of the group 24 hours prior to submission deadlines to ensure all members have a copy of final work to review.

Initial \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Methods for Resolving Impasse**

STEP 1: the group members will isolate areas of disagreement, and the group will come to a consensus. If no consensus reached proceed to Step 2.

STEP 2: the leader will decide the relevance or importance of the dispute and may postpone the conflict if its relevance or importance is deemed questionable or minimal.

STEP 3: the leader will decide the amount of time for discussion on topic before calling a vote

STEP 4: the leader will call a vote. If the vote is a stalemate, the leader makes the final decision.


\*\*\*\*\*

*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, the consequences as stated in this contract will apply.*

1)

William Hickey date 2021-09-28

2)

 date 2021-09-28  
Defne Oguz (Sep 28, 2021 18:59 EDT)

3)

German Soubllette date 2021-09-28  
German Soubllette (Sep 28, 2021 19:05 EDT)

\* This template was adapted from [https://cns.utexas.edu/images/CNS/TIDES/teaching\\_portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching_portal/Team_Contract.doc) and <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/developing-assignments/group-work/making-group-contracts>

Initial \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_









# Team contract b14

Final Audit Report

2021-09-28

Created:	2021-09-28
By:	William Hickey (whick049@uottawa.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAARYsFmIXO-mIQbR31qgnWAg601dIIHFi5

## "Team contract b14" History

-  Document created by William Hickey (whick049@uottawa.ca)  
2021-09-28 - 10:38:55 PM GMT
-  Document emailed to Defne Oguz (doguz058@uottawa.ca) for signature  
2021-09-28 - 10:39:20 PM GMT
-  Email viewed by Defne Oguz (doguz058@uottawa.ca)  
2021-09-28 - 10:58:27 PM GMT
-  Document e-signed by Defne Oguz (doguz058@uottawa.ca)  
Signature Date: 2021-09-28 - 10:59:06 PM GMT - Time Source: server
-  Document emailed to German Soubllette (gsoub100@uottawa.ca) for signature  
2021-09-28 - 10:59:08 PM GMT
-  Email viewed by German Soubllette (gsoub100@uottawa.ca)  
2021-09-28 - 10:59:27 PM GMT
-  Document e-signed by German Soubllette (gsoub100@uottawa.ca)  
Signature Date: 2021-09-28 - 11:05:46 PM GMT - Time Source: server
-  Agreement completed.  
2021-09-28 - 11:05:46 PM GMT