

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 # C Team # 6

Team Members:

- 1) Ani Freedom
- 2) Christy Lau
- 3) Paul Shedden
- 4) Claire Durand
- 5) Mark Liu (Zijie Liu)

Team Procedures

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

Sunday; 10:00; main; video call teams

Wednesday; 20:00; back up; video call teams

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:
MS Teams, Discord

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

Consensus

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminder? 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 will discuss what we are planning on doing at the meeting before, we will also have a to do document so we can add things that we need to talk about. We will all hold each other accountable for staying on track.

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?):

Meeting minutes will be recorded in a shareable document during the meeting. The person taking minutes will alternate each meeting.

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.):

Members should know the presentation material to a level where they are capable of answering any reasonable question from the audience. The presentation should fit within the time slot. Writing should be university level content, peer reviewed by other members of the group before submitting. Credible sources, no plagiarism.

2. Strategies to fulfill these standards:

Before presentations, the group is expected to meet to practise presentations together. To ensure all members are prepared to answer audience questions, the group will ask practice questions to each person. For technical research, the Omni library will be used to find credible sources of information. Collaborative writing will be done during weekly work sessions on Sunday. To ensure that writing is free of grammatical and spelling errors, multiple team members will edit written work.

Team Participation

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

Each team member will be responsible for a deliverable and will divide the task up into smaller sections, then each team member will be given a task to complete to ensure equal participation.

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

Take initiative to ask a team member for their idea if they haven't spoken up in a while.

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

Each member shows/presents/talks about any further progress they've made to their section since the last team meeting (good opportunity to ask for help or guidance if needed).

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

The team will be led informally by all members of the group.

Team Roles

Task: CAD

Description: Creating CAD drawings using Onshape.

Ani, Paul, Claire.

Task: Design

Description: Conceptual design planning, ideation, etc.

Christy, Ani, Paul, Mark, Claire

Task: Arduino

Description: Writing C++ code for the Arduino.

Christy, Mark, Claire.

Task: Technical Document Writing

Description: Writing drafts of sections of technical documents.

Paul, Ani, Christy, Claire, Mark.

Task: Document Editing and Revision

Description: Revising and editing drafts of technical documents for ideas, sentence structure, grammar, etc.

Paul, Claire.

Task: Deliverable Submission

Description: Submitting deliverables and screenshots of Wrike to dropboxes.

Claire, Paul, Christy, Mark, Ani.

Personal Accountability

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

Members are expected to attend all meetings or inform the group that they can not attend the meeting as soon as possible. Members who cannot attend meetings can read the meeting minutes after and add the to minutes with their own updates.

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

Members are expected to meet all deadlines. If a member is having difficulty fulfilling their responsibilities, they are encouraged to seek help from other members as soon as possible.

3. Expected level of communication with other team members:

Discuss what they've accomplished, ask for help if needed, and share thoughts/opinions during the meeting.

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

Complete tasks to the best of abilities and ask for help if required.

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:

Light open embarrassment, the group will make sure the member is sticking to deadlines in future team meetings or remind them if necessary.

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

Contact TA/Prof if the situation continuously occurs.

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) Paul Shedden	date 22/1/17
2) Zijieliu	date 22/1/17
3) <u>Ani Freedom</u>	date <u>22/01/17</u>
4) <u>Claire Durand</u>	date <u>22/01/17</u>
5) Christy Lau	date 22/01/17

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc