

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 # F

Team # F21

Team Members:

- 1) Nick Chen
- 2) Joshua Liu
- 3) Joan Berghuijs
- 4) Shiven Joshi
- 5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
Saturday 1:00 pm virtual on discord
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?):
Majority Vote. Everyone presents case then we vote on it.
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 members will remind each other using discord. Team members will be responsible for themselves and also others.
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?):
Using a google calendar, shared calendar.

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.):
Highest quality with adequate finished product.
2. **Strategies** to fulfill these standards:
Focus more on finished product. Peer reviews during drafts. Everyone will be simultaneously editing others work while it happens.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
Majority Vote, and first come basis (dibs). Tasks are based on strengths.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
During meeting everyone will share their ideas and progress.
3. Strategies for keeping on task (task maintenance):
Reminder from other group members, and reference to calendar.
4. Preferences for leadership (informal, formal, individual, shared):
Shared leadership. Leadership based on tasks.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Attendance to all classes and labs. All if not most team meetings.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Finished product and highest degree of responsibility.

3. Expected level of communication with other team members:

Frequent communication. Making sure to respond within the day.

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

Highest level of commitment. But also understanding towards others study schedule.

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:

Group intervention.

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

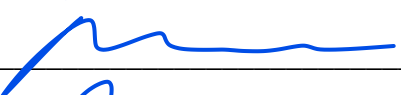
If infractions were to continue team will contact TA's and take over work.

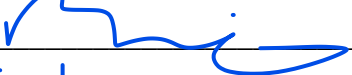
a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

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 2023-01-17

2)  date 2023-01-17

3)  date 2023-01-17

4) Joshua date 2023-01-17

5) _____ date _____

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