

Team Contract Instructions

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 **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, (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 **copy** 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 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 # A03

Team # 09

Team Members:

- 1) Jeremy Poole
- 2) Dylan Konguende
- 3) Michael Mo
- 4) Cuyler Yu
- 5) Ghalia Mohammed
- 6) Tony Huang

Team Procedures

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

The team meetings will occur Saturdays or Sundays at 10 a.m. on campus (or via discord if not available in person). Zoom meetings are also an option for severe weather conditions.

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:

Our preferred method of communication is face-to-face and via discord.

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

Decision-making will be chosen by majority 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?):

We will all set the agenda together during weekend meetings. Will be notified by discord ping or wrike emails. We will all be responsible for the agenda. To keep distractions away, we will plan for each step and give out various tasks to each member.

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?):

We will be using Wrike for keeping track of tasks. We will all be responsible for the agendas and disseminating minutes.

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 6 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Jeremy	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Michael	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Dylan	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Cuyler	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and	R	Q	D	E	P	R	Q	D	E	P	R	Q

		sell ideas and product.												
Ghalia	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D
Tony	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P

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 level of quality for team presentation team members must be well spoken and knowledgeable on the topic. Team members should not overlap point when working together. Each team members’ work should be reviewed by another team member to avoid mistakes. Each team member should research on their assigned topic.

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

- Good communication
- Staying organized
- Setting deadlines with specific tasks to help with time management
- Meeting up frequently and updating the team on ones progress

Team Participation

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

- Taking your own accountability.

- Team members meet up and decide on which task loads are fair for each member, as some tasks may be heavier than others.
 - Meeting up frequently
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Team members are encouraged to voice their opinions
 - Frequent meetings are held. In those meetings we will be discussing progress and next steps
 - When a course of action is suggested team members vote on whether its viable for the project or not
 3. Strategies for keeping on task (task maintenance):
 - Setting a deadline for each task.
 - If a team member is struggling with a task they are encouraged to contact the team
 - Good communication between team members
 4. Preferences for leadership (informal, formal, individual, shared):
 - Shared leadership (one person may take on the leadership role if the task in question is their strength).
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Personal Accountability

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

We will attend each meeting on time, and we will get the tasks due for the day done before the meeting ends.

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

All members agree to finish the task on time because we acknowledge our dependence on this project and each component of it.

3. Expected level of communication with other team members:

We agree to stay available on the Discord and email messaging.

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

Team decision wins on anyone's vote. Everyone will need to fully commit to team decision.

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:

Review the causes of the infraction and bring the appropriate modifications to our methods/organization to prevent this from happening again.

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

A meeting will be held to review the position of the team member, and the council will decide the fate of the perpetrator from there.

- 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.*

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|--------------------|-----------------|
| 1) Tony Huang | date 22/09/2023 |
| 2) Cuyler Yu | date 22/09/2023 |
| 3) Ghalia Mohammed | date 22/09/2023 |
| 4) Dylan Konguende | date 22/09/2023 |
| 5) Michael Mo | date 22/09/2023 |
| 6) Jeremy Poole | date 22/09/2023 |

Wrike snapshot:

<https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=yEWuemB1zuM0JiYk7PoUUFFPjKg8s2eA%7CIE3DENRZHA2TCLSTGIYA>

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