



uOttawa

University of Ottawa

**GNG 2101 B33: Intro to Product Development and
Management for Engineers**

Deliverable A: TEAM CONTRACT

Submitted by

LIB CARTE, Team 33

Ayman Aziz, 300193353

Kevin Tu, 300188166

Julio Midence, 300170486

Aidan Billou, 300199731

Joon Lee, 300184520

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Table of Contents

Team Procedures	4
1. Team meetings	4
2. Preferred method of communication	4
3. Decision-making policy	4
4. Method for setting and following meeting agendas	4
5. Method of record keeping	4
Team Expectations	5
1. Project standards	5
2. Strategies to fulfill these standards:	5
Team Participation	5
1. Strategies to ensure cooperation and equal distribution of tasks	5
2. Strategies for encouraging/including ideas from all team members	6
3. Strategies for keeping on task	6
4. Preferences for leadership	6
Personal Accountability	6
1. Expected individual attendance, punctuality, and participation at all team meetings	6
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines	7
3. Expected level of communication with other team members	7
4. Expected level of commitment to team decisions and tasks	7
Consequences for Failing to Follow Procedures and Fulfill Expectations	7
1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract	8
2. Describe what your team will do if the infractions continue	8

Suggested Project:

1st choice: Library Wayfinding

Team Procedures

1. Team meetings

Thursday - 3:00-4:00PM (Online)

Sunday - TBD on a weekly basis (Face-to-Face at the SITE or CRX building/Online)

2. Preferred method of communication

Discord will be the main form of communication as it is most convenient for everyone in the team. However, there will be Face-to-face meetings at the SITE or CRX building as well when the opportunity arises. Further information and scheduling will be done through the discord.

3. Decision-making policy

Mostly by consensus, but in certain situations, fall back to majority vote. If there is only one person objecting, the decision will be taken through majority vote.

4. Method for setting and following meeting agendas

Set the agenda as a group on Thursdays and notify/remind through discord. The team will hold each other accountable. Having a specific task during each meeting will allow the group to stay on track and help us to reach the goals.

5. Method of record keeping

Rotating schedule (Julio->Joon->Aidan->Kevin->Aymane) will determine who's responsible for the minutes. The minutes will be shared through a file in google drive and it will be up to each individual to check the file to stay updated.

Team Expectations

Work Quality

1. Project standards

For written assignments and presentations, the team wants to have clean and organized documents. The work will be put together and presented in a professional manner. The prototypes will check all goals that are set.

2. Strategies to fulfill these standards:

To fulfill these standards, final versions of written texts or presentations will be done through as a team. Every person can present their work to the others so that they may improve and change

certain aspects of the work. Each team member will input their ideas on every piece of work, whether that be written or a future prototype.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks

Cooperation will be ensured through regular meetings throughout the semester and maintaining open communication about goals, milestones, responsibilities or any issues. Planning ahead of time of the tasks each member has to complete will also help to reduce conflicts and provide an equal distribution of tasks. A consensus will be taken each time a task is distributed.

2. Strategies for encouraging/including ideas from all team members

Keep a positive environment, ask questions to each of the team members and have discussions about their idea and build on it with everyone.

3. Strategies for keeping on task

Goals such as tasks for the week and responsibilities will be set for each meeting, therefore the group will know exactly what they have to accomplish during the allotted time. Tasks and reminders on discord will also assist in keeping each team member on track.

4. Preferences for leadership

Informal shared leadership will be used. All team members will have the same amount of authority.

Personal Accountability

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

Every team member must attend all the meetings, be punctual and participate to help advance the work.

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

Every team member must complete the work assigned to them before the deadline set by the team before the deliverable due date. If one team member is struggling with their work, they have to ask for help from the others to ensure that the work will still be completed on time.

3. Expected level of communication with other team members

Communication with team members will be constant throughout the group chat to ask for quick questions or clarifications. Aside from that, there will be the regular team meetings to go over the general group advancement. Team members are expected to share information with each other as well as any potential worries they may have about the project.

4. Expected level of commitment to team decisions and tasks

Everyone has to participate in team decision making as well as their own individual contributions and tasks they need to complete. Everyone must be committed to ensure a good final product and a well functioning group.

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

The first thing would be to get the work completed and handed in to avoid any sanctions on missed deadlines. The team member would get a first warning and the team will look into what the issue was/is to prevent any future infractions.

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

If the infractions continue, the group member will no longer be able to participate in this group project and their behaviours/actions will be known to the professor or the TAs.

- 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)

Kavita

date: Sep 16, 2021

2)

Syl

date: Sep 16, 2021

3)

Aidan Billou

date: Sep 16, 2021

4

Ayman Aziz

date: Sep 16, 2021

5)

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date: Sep 16, 2021

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc

