

# TEAM CONTRACT

**GNG1103, Section # D Team # 5**

## **Team**

### **Members:**

- 1) Caleb Cronin
- 2) Ekko Li
- 3) Gwladys Mawabo Nkazeu
- 4) Luke Lemieux
- 5) Valerie Grant

## **Team Procedures**

1. Day, time, and place for regular **team meetings**: Meet after the labs in STEM every Monday, as well as bi-weekly on Saturdays 3:30-5pm

2. Preferred method of **communication** (e.g. email, cell phones, 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, announcements, updates, reminders, problems: Facebook messenger or WhatsApp

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

Majority vote

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?): Meeting are set over whatsApp. Looking at the schedules to find free time. The person who called the meeting and depending on the task, the person in charge of that task is responsible
  
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?): All meetings can be recorded and put into the google doc, Gwladys will be in charge of taking the meeting minutes.

## **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.):  
Any website with info that we are using can go into a document as reference, every person should do at least some research towards the final project.

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

Have someone else in the group look over the work for a second opinion, make deadlines for when things must be done to ensure steady progress.

### **Team Participation**

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

Divide the tasks to make sure that each person has a job (minutes, research, documentation, we all do something to either plan and construct the final project.

2. Strategies for encouraging/including ideas from all team members (team maintenance):  
Create a document for brainstorming so that everyone can put their ideas and inspirations in one place. This will also provide a space for discussion of ideas.

3. Strategies for keeping on task (task maintenance): Set a goal and deadlines for each meeting that must be met before we leave each day. Set break times so we don't go crazy? Report for weekly meetings (ie, what we accomplished) Put it in a google doc.

4. Preferences for leadership (informal, formal, individual, shared): One person in charge of overseeing all tasks, plus everyone has individual tasks that they lead with the group.

### **Personal Accountability**

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

All preset meetings must be attended and task deadlines should be fulfilled unless a valid motive is given at least 24 hours prior.

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

Everyone should be expected to participate and take deadlines seriously. Everyone is responsible for the completion of their own tasks.

3. Expected level of communication with other team members:

If a question is asked by mid-day a response should be made by that night, if a later question is asked by the next day, it should be answered. A question should be answered within 12 hours.

4. Expected level of commitment to team decisions and tasks: The leader of the task must commit to it, in order for a decision to be made. Everyone should have a voice and an opinion on what the group does.

### **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:

One or Two minor infractions (you are unreachable within 24 hours and your input is required to move fo) will result in a warning.

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

After the second warning if this behavior continues an email will be sent to the prof regarding the issue.

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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) Valentin Dwt date Jan 24 2020
- 2) Ekko (Zehan) Li date Jan 24th, 2020
- 3) Gwladys - Akazeu. M date Jan 24th, 2020
- 4) L. Lemieux date Jan 24th, 2020
- 5) Caleb Cronin date Jan 24th, 2020