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 a 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 # A04 **Team # 18**

Team Members:

1) Shuyuan Bai

2) Grace Buchardt

3) Craig Bush

4) Simon Situ

5) Steven Wu

Team Procedures

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

   Team meetings will be conducted on Thursday at 5:30pm and an additional meeting on Monday at 7:00pm if required. Meetings will be performed on Zoom or in person.

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:

   Communication between members will be done through Microsoft Teams, email, text and Zoom.

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

   Decision-making will be decided by a 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?):

   Agendas for meetings will be determined as a group using a shared document on Microsoft Teams where team members can add topics for weekly discussion. Summarized weekly topics will be distributed by email on Tuesday before Thursday meetings by Simon.

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?):

   Grace will be responsible for taking notes on topics discussed during the meetings. The information will be recorded digitally within the same document as the weekly agenda.

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.?):

   All deliverables for the project will be done to the best of our abilities. Ideally, to score over 85% on all deliverables and team projects.

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

   Strategies that will be used to ensure standards are met include:
    a. Being organized: Using a document to list out notes to go over in future meetings, keeping track of tasks using Wrike, and summarizing weekly discussions for those who could not attend.
    b. Having good communication: Having a solid method of communication for each member of the team, making sure that everyone can see what is being said (ex. If one person does not have a social media, not going over important details there where they cannot see), planning for any absences to future labs or meetings, making sure everyone is fully aware of their responsibilities and what is due when.
    c. Cooperating and helping one another with tasks: Making sure other group members know who will be in attendance and who will not, being upfront with uncompleted work, staying on the same page in terms of goals for work. Assisting one another to complete deliverables on time.

Team Participation

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

   Tasks will be assigned and equally distributed using Wrike. Team members will have weekly goals allocated which will be assigned a level of importance and deadline.

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

   Emphasize bringing out ideas regardless of if they are good or bad, quantity over quality. Any type of idea is helpful and can help with generating even more ideas. We will add a section in our weekly meeting document allowing everyone an opportunity to express their ideas.

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

   Minimizing potential distractions while working on tasks. Having follow-up discussions during the week to check on task progress. Encourage and assist one another to stay committed.

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

   Our group will use a shared leadership approach for the project.

Personal Accountability

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

   All members are expected to attend and be on time for established weekly meetings. If members are absent, they are expected to provide a valid reason for their absence. Team members should openly discuss their ideas and participate in discussions.

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

   Team members are expected to finish their tasks on time before the deadline. Members should follow the project timeline on Wrike.

3. Expected level of communication with other team members:

   Team members are expected to reply and answer team members as soon as possible, within the day. Members should be honest and transparent with their progress on assignments and openly voice any concerns regarding the project.

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

   Team members are expected to commit to their tasks and complete them on time. Team members are obligated to follow and fulfill team decisions.

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:

   Ensure that those who violate our team contract are aware of what was done and are properly informed that it is not acceptable. Group members will discuss how to proceed and communicate their expectations to the individual. Reallocation of work assignments may be performed if required.

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

   If infractions are persistent, the rest of the group will contact the professor, TA, or project manager to discuss 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) / Shuyun Bai Date: 2021-09-22

2) Grace Date: 2021-09-22

3) Date: 2021-09-22

4) Simon Sit Date: 2021-09-22

5) Date: 2021-09-22

	Title	Start date ↑	Due date	Predecessors
1	Group 18 Project Timelin	17/09/2021	08/12/2021	
2	A: Team formation an	16/09/2021	23/09/2021	
3	Timeline summary	16/09/2021	22/09/2021	
4	B: Needs Identificatio	23/09/2021	30/09/2021	2FS, 5FS, 6FS, 7
5	Client Interview (q	23/09/2021	29/09/2021	
6	Data collection an	23/09/2021	29/09/2021	
7	Research and com	23/09/2021	29/09/2021	
8	C: Design Criteria	30/09/2021	07/10/2021	4FS
9	D: Conceptual Design	07/10/2021	14/10/2021	8FS
10	E: Project Schedule an	14/10/2021	21/10/2021	9FS
11	F: Prototype I and Cus	21/10/2021	04/11/2021	10FS
12	Reading Week	24/10/2021	30/10/2021	
13	G: Prototype II and Cu	04/11/2021	11/11/2021	11FS
14	H: Prototype III and C	11/11/2021	25/11/2021	13FS
15	J: Final Project Presen	16/11/2021	23/11/2021	13FS
16	I: Design Day	25/11/2021	01/12/2021	14FS
17	K: Archive/User Manu	01/12/2021	08/12/2021	16FS

+ Add task

Aug 2021
Sep 2021
Oct 2021
Nov 2021
Dec 2021
Jan 2022
Feb 2022
17
18–24
25–31
1–7
8–14
15–21
22–28
29–4
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12–18
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26–2
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31–6
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12–18
19–25
26–1
2–8
9–15
16–22
23–29
30–5
6–12
13–19
20–26
Group 18 Project Timeline • Simon S.
A: Team formation and contract • Grace B.
Timeline summary • Simon S.
B: Needs Identification and Problem Statement
Client Interview (question session) • Shuyuan B.
Data collection and interpretation • Craig B.
Research and compare other benchmarks • Simon S.
C: Design Criteria
D: Conceptual Design
E: Project Schedule and Cost
F: Prototype I and Customer Feedback
Reading Week
G: Prototype II and Customer Feedback
H: Prototype III and Customer Feedback
J: Final Project Presentations
I: Design Day
K: Archive/User Manual