**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 # \_\_\_\_\_\_\_ Team # \_\_\_\_\_\_**

**Team Members:**

1) Muhammad Owais Tabassum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Christopher Zhang \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Rami Alsattah \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Behram Kahlum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Thabo Lewis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Procedures**

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

Wednesdays at 5:30 in the STEM lobby

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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:

-The method of communication our group will be using for the exchange of details and important information relating our team project is through email and the messenger app.

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

* The decision making policy for this group is by majority of votes.

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?):

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?):

* The method of recordkeeping for our group will be that everyone will work on their part of the assignment and task that has been given to them, they will all record the minutes they have put towards the project and the task they have completed and will tell Muhammad Owais Tabassum.

**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.?):

* The realistic level of quality for team presentations, collaboration, writing, individual research, preparation of drafts, pier reviews etc, is that our team is going to try to work as a team and accomplish the tasks that are in front of us, together!

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

* Strategies to fulfil these standards will include that we will have regular meetings, everyone will be notified of their parts within the project and the task that has been assigned to us.

**Team Participation**

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

* We will do nothing but our best at all times, applying our skills in the areas we excel in.
* Make sure each group member is aware of the tasks at hand.

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

* Strategies for encouraging/including ideas from all team members will be that we are going to have a positive outlook on the project as a whole. It is very important for all team members to listen to the person that is coming up with an idea, this way, we can decide if the idea is worth putting time towards or something that we may look at as a back up.

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

* We will set a timer to help us focus and to ensure that we don’t spend too much time on one a single task.

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

* We will rotate the leadership role each week to ensure that everyone gets a chance to use their individual strengths.

**Personal Accountability**

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

* Expected individual attendance, punctuality, and participation at all team meetings will be very important throughout this project. We are all expecting, as a group, that everyone will have the motivation respect and due diligence to show up at all team meetings and make sure everyone is fulfilling their parts. Everyone is accountable, and we would all like to do well on this project.

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

* The expected level of responsibility for fulfilling team assignments, timelines, and deadlines will be equally divided for the five people that are in this group.

3. Expected level of communication with other team members:

Frequent communication from all team members is expected.

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

Being apart of this team, each member is expected to be accountable for one’s decision and task assigned that will aid in the completion of this project.

**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 violator will be assigned additional work and told of the consequences(The TA will be notified of the group members that are not willing to cooperate) that will come of not participating and refusing to work towards the goal of the group as a whole.

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

Numerous infractions will result in the violator being punished by being assigned additional work or will be asked to leave the group.

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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) Muhammad Owais Tabassum

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2) Christopher Zhang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date January 24th 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Rami Alsattah\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date January 24th 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Behram Kahlum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date January 24th 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Thabo Lewis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date

January 24th 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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