

TEAM CONTRACT

GNG2101, Section # B01

Team Members:

- 1) Omar El Kady
- 2) David Fell
- 3) Samuel Findling
- 4) Amelia MacDonald
- 5) Ethan Mumford

6) Owen Palmer

Suggested Projects:

1st choice: Portable Shower Chair

2nd choice: Wheelchair Cushioning

3rd choice: Wheelchair Arm Gaps

Team Procedures

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

We will be meeting twice a week, on Wednesdays from 1:30PM to 2:30PM in the STEM building. During this meeting we will discuss, plan, and start the deliverable due the following Sunday. We will meet a second time on Fridays from 5:20 to 6:00 PM in the STEM building to discuss our progress. Additional meetings will be scheduled via Microsoft Teams.

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:

Our preferred method of communication is through Discord and Microsoft Teams as it is a quick way for all of us to communicate anytime. Our other preferred method of communication is in person during regular team meetings twice a week.

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

We will make decisions by consensus. We believe that it is important to get as much agreement as possible to ensure that everyone is content with the work being performed. If we cannot come to a consensus, we will decide through voting.

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?):

Owen Palmer will be responsible for the agenda. He will set up the Wrike and it will be used for setting the meeting agendas. It will allow us to plan our meetings, and deliverable due/end dates. He will start the meetings by going over what we need to complete that week. Team members will additionally be notified through Wrike's push notifications when an assignment deadline is approaching.

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?):

Amelia MacDonald will be responsible for recording and disseminating minutes. Agendas will be kept on Wrike as it is a great organization tool. Minutes will be kept in an online document shared with all team members. This will keep everyone on task and provide enough time to complete the deliverables accordingly.

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.):

High quality work is expected from each team member. Every document must be peer reviewed by at least 3 group members. If any group member is concerned with the quality, it is their responsibility to discuss it with the group. Every group member is expected to contribute to the submissions.

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

At least three team members must review the document before it is submitted. All presentations are to be practiced three times beforehand, after the slideshow and script have been finalized.

Team Participation

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

Each group member will be responsible for their own assigned task as per the Wrike project management schedule ahead of time. Team meetings and the Discord group chat will ensure direct communication throughout the term. If a team member needs help or is unable to complete their task alone, they must communicate with the team as soon as possible.

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

We will give each member opportunities to share their ideas and thoughts during meetings. This will be encouraging because it prompts everyone to share their thoughts and ideas.

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

We will follow attainable working conditions I meetings by working for 30 minutes at a time then take a 5-minute break. This cycle will be used to maintain concentration and thus improve the quality of work.

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

We will institute informal distributed leadership; each group member will be responsible for their own task and furthermore, encouraged to contribute ideas to the team. This is subject to change and will be reevaluated based on our team dynamic.

Personal Accountability

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

Meetings are scheduled twice a week with dates/hours that are convenient for all members based on class schedules. This will provide enough time to accommodate any availability changes and schedule a new meeting accordingly. If a member is not participating in the meeting, we will encourage them to contribute. Two ideas per member is the minimum contribution (per meeting).

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

Each team member is responsible for completing their assigned task by the designated due date. It is also their responsibility to seek help from fellow team members to ensure completion.

3. Expected level of communication with other team members:

We expect to have a high level of communication. If any member needs help or has questions regarding the deliverables, they are expected to voice their concerns. Group members will be reminded before every meeting, to express their successes and tribulations in the previous deliverable. If a team member fails to achieve this level of communication, they will be met with the consequences in the next section of this contract.

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

Since decisions are made by consensus, each team member is expected to fully contribute to each task and decision. If they require assistance in their tasks, they must seek help at least 24 hours before a submission due date.

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:

If there are any infractions within the team, we will address them in a respectful and punctual discussion during our team meetings. We will seek an appropriate explanation for any infraction. The group members will receive two warnings; if the infractions continue, then the project manager and professor will be contacted immediately.

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

If the infractions proceed, we will report the conflicts to our project manager and professor. This is to ensure that our team completes the project in an organized, professional and respectful manner.

- 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) Omar El Kady date 09/16/2022
- 2) David Fell date 09/18/2022
- 3) Samuel Findling date 09/18/2022
- 4) Amelia MacDonald date 09/16/2022
- 5) Ethan Mumford date 09/16/2022
- 6) Owen Palmer date 09/18/2022

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