

## TEAM CONTRACT

GNG1103, Section # A04

Team # Proj16

### **Team Members:**

1) Jake Lund

2) Dominic Roy

3) Mahmoud Younis

### **Team Procedures**

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

- Tuesdays at 5:30 PM, Online

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:

- Discord meetings

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

- Consensus

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?):

- We will ensure to set reminders for meetings and deadlines on Discord, Mahmoud Younis will be responsible for the team following the agenda.

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?):

- We will all collectively keep track of time spent on projects to try and disperse the work evenly among the group members.

## **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.):

- We'll try to maintain the best quality of work taken into consideration we're short handed in terms of team members, however we will attempt to make the best out of it.

2. Strategies to fulfill these standards:

- We will double and triple-check our work to ensure that the quality meets the standard that we set.

### **Team Participation**

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

- We will divide our tasks in our team meetings and will ensure everyone is satisfied with the amount of fair work given to them.

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

- It is mandatory for all team members to participate in the group meetings, we will allocate 20 mins in every meeting where everyone will be able to pitch in different ideas and opinions on how the work is going.

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

- We'll avoid any side conversations and will respect the meeting times to exclusively discuss project deliverables.

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

- Our group will be more of an informal and shared leadership as only having three team members does not make for effective leadership from one person leading two others.

### **Personal Accountability**

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

- Everybody will be expected to attend all meetings unless there is a good reason for them not to be able to attend
- Scheduling exceptions can be made to accommodate group members in cases where they cannot attend

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

- Group members will be held accountable for their assigned work and will be expected to have their part of each assignment done by the deadline

3. Expected level of communication with other team members:

- Team members will be expected to be reachable via the team's Discord group chat at least within a 24 hour time-frame
- All members should be checking the chat at least once per day and preferably whenever possible to keep up with group discussions)

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

- All team members should be equally committed to completing their portion of any given assignment and willing to follow through and hand in assignments by their deadlines.

**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:

- We will find the person responsible for that infraction and we will make sure to discuss it with him and ensure that it never happens again for the greater good.

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

- We will bring it to the professor or TA in order to discuss further action

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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) Jake Lund date 21/09/2021

2) Mahmoud Younis date 21/09/2021

3) Dominic Roy

date 21/09/2021

\* This template was adapted from  
[https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)