

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 Brightspace.

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TEAM CONTRACT

GNG2101, Section # C03

Team Members:

- 1) Rabih Daoud - 300164191
- 2) Jordan Malench - 300246446
- 3) Ryan Dick - 300228675
- 4) Jeyason Jeyaparan - 300165084
- 5) Joshua Labelle - 300185891

Team Procedures

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

Weekly, the team will meet after Thursday lectures at 2:20pm in the lecture room. For design milestones and testing the group will instead meet in the Richard L'Abbé Makerspace.

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:

We have created a group Discord server for the purpose of communicating deliverables, project documentation and overall progress. We have also shared with each other our uOttawa email addresses when sharing important documents, and communicating with the TAs/PM/Professor

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

Major group decisions are made through discussion and consensus. If a disagreement occurs during the decision making process, a vote can be held to decide through simple majority.

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?):

- Wrike, agenda will be set by the team after having a discussion during the meeting on Thursday after lectures.

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?):

- Wrike will be used for record keeping; this includes both agendas and minutes. This task will not have anyone specifically assigned to do it but will be completed by anyone who is available.

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.):
 - Our team will aim to submit a high standard of work for project deliverables, presentations, and other assignments related to this course.
2. **Strategies** to fulfill these standards:

If a group member believes the quality of work does not meet the standard set out in this document they can reach out to those dependent. The concerned member will explain their expectations and any proposed changes. Editing work that is believed to be below quality standards without confirmation should be avoided to prevent disagreements.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - Clearly define roles and responsibilities for each team member
 - Regularly check in with team members to ensure everyone is on track and no one is feeling overwhelmed
 - Encourage open communication and active participation from all team members
 - Use a task management tool to assign and track tasks, ensuring that everyone is contributing equally
 - Rotate leadership roles to give everyone a chance to take the lead on different tasks and projects
 - Hold regular team meetings to discuss progress, challenges, and opportunities for improvement
 - Encourage constructive feedback and actively work to address any concerns or issues that arise.
 -
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Use brainstorming sessions to generate a large number of ideas
 - Ask team members that are not speaking, if they have any ideas about the problem that we are trying to solve

- Offer positive reinforcement, do not tell a team member to be quiet when he/she is in the middle of sharing his/her idea
 - Try your best to actually respond to an idea that a team member has shared, and if you disagree, explain why you disagree with the idea
3. Strategies for keeping on task (task maintenance):
- Clearly define what we want to accomplish
 - Prioritize tasks based on their importance and urgency
 - Refrain from multitasking if possible
4. Preferences for leadership (informal, formal, individual, shared):
- Leadership should be shared, because it allows each team member to contribute to the decision making of our project.
 - This form of leadership allows for all team members to be open to sharing their most creative ideas for the project
 - Each team member will be a leader in his/her own respective “area” of the project. For example, “Leader of software”, but then there could be other team members that could support the “Leader of software”.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
- It is expected that an effort to be present at all scheduled meetings on time will be made
 - Any conflicts or scheduling issues will be communicated in advance so that arrangements can be made to ensure full attendance and participation at all team meetings.
 - It is expected that all team members arrive prepared with all necessary information and materials to ensure maximum participation.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
- All team members will manage workloads and prioritize tasks to ensure that all assignments are completed on time.
 - Any challenges or obstacles that impact the ability to meet deadlines will be communicated ahead of time. and work with the team to find solutions

3. Expected level of communication with other team members:

- As mentioned earlier, we expect a minimum of a weekly update from each team member, unless otherwise specified in advance, under each perspective channel on Discord, as shown in the figure below.

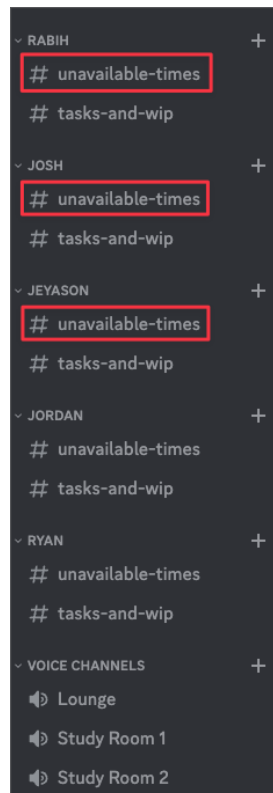


Figure 1: Unavailable times channel on Discord

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

- Every single team member is expected to try their best when it comes to team decisions and tasks
- Laziness will not be tolerated

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:
 - Ask the team member why a task has not been completed in time, and if he/she requires any support.
 - Making sure that there weren't any miscommunications in the first place.

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

In that case that the infraction has continued for long enough and interventions have been made in an attempt to correct the infractions, the group's non-offending members will contact TA/PM for assistance in mediating.

- 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) Jordan Malench - 300246446 date: Jan 12 2023

- 2) Rabih Daoud - 300164191 date: Jan 12, 2023

- 3) Jeyason Jeyaparan - 300165084 date: Jan 12 2023

- 4) Ryan Dick - 300228675 date: Jan 12 2032

- 5) Joshua Labelle - 300185891 date: Jan 12, 2023

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

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