

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 as 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 # C

Team # 6

Team Members:

- 1) Karsten Lowe
- 2) Connor Harper
- 3) Jason Clapiz
- 4) Leo Tan
- 5) Ximing Du?

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - Options – Tues morning @ 11:30
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 Group/ MS teams
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?):
 - Connor oversees the announcements. weekly schedule will be built every Tuesday meeting. Discord/MS teams' announcements.
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?):
 - Use Wrike as a time management tool, allocate task milestones to individuals during weekly meetings.

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.):
 - Communication of ideas should be clear, no discrepancy of effort between peers. Aiming for a high level of quality of work.
2. **Strategies** to fulfill these standards:
 - Peer-reviewing everything, openly provide constructive criticism, monitor progress during weekly meetings.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - Use Wrike to allocate/visualize milestones for completing tasks. Allocate tasks according to individual strengths by group consensus.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Everyone should have their ideas shared/considered in weekly meetings.
3. Strategies for keeping on task (task maintenance):
 - Make short term goals – weekly, follow up with teammates to keep team members up to date with task progression.
 - Keep open communication about personal timelines.
 - Hold team members accountable.
4. Preferences for leadership (informal, formal, individual, shared):
 - Informal – shared leadership responsibilities

Personal Accountability




1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Attend all weekly meetings, on time.
 - o Be proactive in letting the teammates know about time conflicts.
 - All team members should contribute to making every decision.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines
 - Equal accountability amongst all team members.
 - o Team members will be more responsible for their fields of specialty.
3. Expected level of communication with other team members:
 - Very open, constant communication amongst all team members.
4. Expected level of commitment to team decisions and tasks:
 - Fully committed to team decisions and accomplishing tasks agreed upon by the group.

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:
 - Understand the reasoning behind the infraction first.
 - Discuss how to remedy the infraction as a group and potential solutions.
 - Assign higher responsibility for subsequent task(s) proportional to the infraction.
2. Describe what your team will do **if the infractions continue**:
 - Contact our prof/project manager to discuss the available solutions for our recurring situation 01/20/2021

- 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) Karsten Lowe date 01/20/2021
- 2) Connor Harper  date 01/20/2021
- 3) Leo Tan  date 01/20/2021
- 4) Jason Clapiz  date 01/20/2021
- 5) _____ date _____

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