

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 #B03 Team #3

**Team
Members:**

1) Peter Lee

- 2) Aidan Billou
- 3) Noor Madhoun
- 4) Magtireh Mahad Abdallah
- 5) Sarah Qadri

Team Procedures

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

Other than keeping contact through the instagram groupchat, team meetings will be held regularly every week on Fridays 5:30 pm through zoom.

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: instagram group chat, and zoom for verbal communication.

3. **Decision-making policy** (by consensus? by majority vote?):
Decision making will be made by consensus depending on the situation.

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?):

It is not essential to have only one person setting the agenda, rather the group should agree on dates and times to accommodate their schedule. Reminders will be sent out through the groupchat to ensure all members are informed. Having a specific task during each meeting will allow the group to remain focused and reach our goals.

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 role of keeping track of what happens in meetings will rotate every time so that everyone gets the responsibility at different times. The same person in charge of tracking records throughout the meetings will be in charge of presenting a summary at the end either in the groupchat, or on a shared document that will permit all team members to go over.

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.): Work will be peer reviewed by group members to make sure that it is pertinent to the project, that includes individual research, drafts of texts, presentation content... The work quality/standards will depend on the team members.

2. **Strategies** to fulfill these standards: To fulfill these standards, final versions of written texts or presentations will be gone through as a team. Every person can present their work to the others so that they may improve and change certain aspects of the work.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks: Following a strict plan that spreads out the different tasks to complete throughout the time allotted to complete the group project. The plan will include tasks, milestones and organisation in terms of the roles and responsibilities of each team member.

2. Strategies for encouraging/including ideas from all team members (team maintenance): Communication is essential for ensuring that all team members are heard. Allowing each person to speak individually will make sure everyone's ideas are included and will allow for other team

members to encourage them.

3. Strategies for keeping on task (task maintenance): Set a goal for each meeting, therefore the group will know exactly what they have to accomplish during the allotted time.

4. Preferences for leadership (informal, formal, individual, shared): No one will be the designated leader, the leadership will be shared among the members of the team to avoid conflict. If an issue arises because of this, the team as a whole will act in response.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings: For every planned team meeting, every team member must be present and participate to help advance the work.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: Every team member must complete the work assigned to them on time. If one team member is struggling with their work, they have to ask for help from the others to ensure that the work will still be completed on time. No exceptions.

3. Expected level of communication with other team members: Communication with team members will be constant throughout the group chat to ask for quick questions or clarifications. Aside from that, there will be the regular team meetings to go over the general group advancement. Team members are expected to share information with each other as well as any potential worries they may have about the project.

4. Expected level of commitment to team decisions and tasks: Everyone has to participate in team decision making as well as their own individual contributions and tasks they need to complete. Everyone must be committed to ensure a good final product and a well functioning 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: The first thing would be to get the work completed and handed in to avoid any sanctions on missed deadlines. The team members would get a first warning before TA or profs will have to be involved.

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

If the infractions continue, the group member will no longer be able to participate in this group project and their behaviours/actions will be known to the professor or the TAs.

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) Noor Madhoun

date: september 23, 2020

2) Aidan Billou

date: september 23, 2020

3) Magtireh Mahad Abdallah

date: september 23, 2020

4) Peter Lee

date : september 23. 2020

5) Sarah Qadri

date: september 24, 2020

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc