

## **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 fulfil 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 # A01

Team # 14

### Team Members:

- 1) Alex Vandici
- 2) Zach Shields
- 3) Mohamad Ali Jarkas
- 4) Kenneth Yu
- 5) Jason Gonzalez Pulido

<b>Team Procedures</b>
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1. Day, time, and place for regular **team meetings**:

Team meetings will be held on Mondays at 1 pm in a CRX room. The responsibility of the CRX room booking will be rotated. If the need arises more meetings will be appointed.

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, announcements, updates, reminders, problems:

General communication will be done through the groups WhatsApp group chat. All files relevant to the team will be uploaded to the shared google drive.

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

Once every member of the team has vocalised their opinion and reasoning of their opinion, the team will attempt to come to a Consensus. If the team can not come to a consensus then the pros and cons of each opinion will be written down. Then the corresponding team member/s will give a more in depth explanation of their opinion. If after each member of the team has gotten the chance to give a more in depth explanation and a consensus still has not been reached then the

team will have a majority vote. The results of the majority vote will decide the teams final decision.

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?):

Team agendas will be stored in a document in the shared drive along with past agendas. Any team member can add to the agenda. The agenda for the next meeting will be completed at the current meeting. Each meeting will have an appointed leader. The leader of each meeting will be rotated. The meeting leader will be responsible to the overall success of the meeting. The whats app group chat will be used to remind members of the meeting and location.

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?):

Agendas and minutes will be kept in a document on the shared drive. Any team member can add to this although a weekly rotation will be used to appoint a leader who will be responsible for the success of the record keeping.

<b>Team Expectations</b>
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### **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.):

Any work submitted by the team will be held to the highest standard possible. Each team member will attempt to score in the 'Exceeded Expectations' section of the rubric.

Team presentations should be executed professionally. Collaborative writing should be held to a university-level standard, no errors in grammar, meets the specific criteria of said piece.

Individual research should come from a dependable source. Peer reviews should be done on everything handed in.

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

Each team member will read the rubric and become familiar with it. The reasoning is that you cannot do well in something you do not understand. When peer editing the group will go through the rubric before going through the material so they can give a mock grade for work before

submission. The work in question will have multiple revisions until all team members mock grades are in the 'Exceeding Expectations' section of the rubric.

The team must be able to complete a minimum of two mock presentations before the deadline to insure confidence during the real presentation. All team members must approve of anything handed in before the deadline.

### **Team Participation**

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

Team members will be expected to self identify any prominent strengths or weaknesses. Based on the self-identification tasks will be appointed. Team members are expected to bring up any issues with the appointed tasks whenever they feel it be necessary in the groups WhatsApp group chat or at the weekly meeting. It is encouraged for team members to inform the team of any unexpected challenges they are having in order for the team to be able to allocate other members to assist with the task in question.

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

All team members must share their opinion and their reasoning for each team decision. Team members will not be interrupted while giving their opinion and will hold the attention of the whole team while doing so. This allows team members to feel like their ideas are acknowledged.

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

The team meeting must start on time and start with a review of the team agenda. This included each team member giving a summary of their progress on their assigned task. This allows the team to have a general idea of the overall progression of the team. Allowing the team to make changes wherever the team sees fit.

Team members will refrain from discussing other classes during team meetings. The team will also only focus on one issue at a time during the team meeting so it is easier to stay on task.

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

An informal leadership will be used although each task will have an owner to ensure its success. Team leader/s can change based on the future dynamic of the team. A team consensus must be reached in order for a fixed team leader/s to be appointed.

### **Personal Accountability**

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

Attendance to all team meetings will be mandatory unless valid reasoning is provided to the group before the scheduled meeting. Team members should be present and on time in all meeting. Team members should also contribute their opinions on each decision made by the group.

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

Team members should complete their work ahead of the deadline so others can review it. A team member should stick to the deadline, and if not possible, must give complete reasoning beforehand so the team can adapt.

3. Expected level of communication with other team members:

Team members should be actively involved within the group chat and at team meetings. All team members will follow the procedures and standards outlined in this contract to ensure that there is enough communication within the team.

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

All team members opinions will be acknowledged by the rest of the group before a decision is made. Team members will give updates on their progress of tasks during the weekly meetings, this allows the team to adapt to unforeseen delays in each task.

Team members must remain committed to their task unless a team consensus is reached that states otherwise.

### **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:

Infractions will be discussed at the regular team meetings. The team member will apologize to the rest of the team and based on the severity of the infraction it will be documented and kept in the group drive.

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

Once a team member has two recordings of infractions the group will approach a TA for guidance. The offending team members responsibility might also be diverted to the other members of the group to ensure the overall success of the project.

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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) MohamadAliJarkas date September, 16 2019

2) Alex Vandici date September, 16 2019

3) Zach Shields date September 16, 2019

4) Kenneth Yu date September 16 2019

5) Jason Gonzalez Pulido date September 18, 2019

\* This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc)