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 a 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 # __B04__ Team # _1_(Greenhouse)

Team Members:

1) Ena Piercy

2) Essraa Alqassab

3) Kyla Bondy

4) Lemuel Onyekwere

5) Ece Tuncyurek

Team Procedures

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

Wednesday at 5:30 pm social sciences building (for now)

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:

Cell phone & Facebook

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

Majority vote, but at least 4 of 5 team members must agree to all decisions. If a member is absent from a meeting and that absence is unexplained, they forfeit their vote on all issues discussed during the meeting in question (if a member gives at least 6 hours warning of their absence then they can agree during the next meeting to decisions that were made previously).

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 have a shared excel and word document so that every member could follow. Kyla will be responsible for writing up agendas for each week. At the end of each weekly meeting the contents of next week's agenda will be discussed and agreed upon by the team.

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?):

Essraa will keep minutes during all weekly meetings and share them on the same document the agenda is recorded on.

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.?):

The majority of group members must agree and approve each individuals work/contributions.

2. Strategies to fulfill these standards:

- Have regular team meetings to discuss the project
- Discuss issues that arise immediately
- If a member is unsure about an aspect of their portion of work, discuss with other team members
- Present final product to other team members to ensure quality before submission
- Create a comfortable environment where all team members can share ideas and concerns freely.
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Team Participation

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

Breaking large tasks into smaller ones and distributing them equally.

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

Every meeting, ask every member their opinion on the discussion and important decisions.

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

- Agenda will be available on google drive for everyone to check beforehand.
- If needed, have short, frequent breaks during the meeting.
- If members are distracted, it is shared responsibility of the other members to return their focus.
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4. Preferences for leadership (informal, formal, individual, shared):

Shared.

Personal Accountability

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

Individual attendance is mandatory, unless given a 6 hour notice. Members must be punctual to a 20 minute period. All members are expected to participate with ideas/concerns in all team meetings.

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

As all team members will have a say in what they take on in terms of team assignments and deadlines, they are fully responsible for fulfilling their portions according to the timeline previously agreed upon by the team.

3. Expected level of communication with other team members:

Communication between team members should be excellent due to the frequent updates on all individual work, shared weekly agendas and recorded minutes that all group members have access to.

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

All of the team members should be fully committed.

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:

Depends on the infraction and how frequent it is. The solution to the specific issue will be discussed by the rest of the group and will be brought to attention to the member who has committed the infraction. We believe that no blanket statements can be issued regarding infractions as there are many very different types of infractions.

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

If infractions are beyond reason, the group can decide to eliminate that team member’s vote regarding team decisions.If the infractions seriously affect the group’s productivity then the group may approach the TA, project manager of professor regarding it.

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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) Essraa Al Qassab _date September 15, 2018

2) Ena Piercy _date___September 15, 2018_______________

3) Bahar Ece Tuncyurek______________________date________September 15, 2018______

4) _Kyla Bondy__________________________________date__September 15, 2018

5) Lemuel Onyekwere___________________date_________September 15, 2018 _________

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