

## **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 #   7  

## Team Members:

- 1) Bilal Ahmad
- 2) Ali Al-Zaidi
- 3) Abdel Baig
- 4) David Onoruvwe
- 5) \_\_\_\_\_

## Team Procedures

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

**Team meetings will take place every Friday, 2:30 PM, CRX (Learning Crossroads).**

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:

**The primary method of communication is Whatsapp group messaging.**

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

**Majority voting will be our method of decision-making. If there is a 50/50 split in the decision-making, we will consult mentors (i.e. TA's) for more information and advice.**

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 be using Whatsapp to setup our meetings. Bilal will be sending out weekly reminders regarding the meetup. Ali will be in charge of making sure the team follows the weekly agenda as planned in the WhatsApp group. The agenda will be predetermined on the Whatsapp group and any member may add a topic to discuss.

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?):

Abdel will be recording the meeting minutes in a document in Google Docs and have it shared via Google Drive with the other group members. Agenda and minutes will be stored in a Google Drive dropbox which contains all project related documents.

## **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 level of quality for all the assignments will be at expert level. This is because the project has to be held to a professional standard, as if our team was actually hired to do this project. Having this mindset will allow our team to produce the utmost quality work and will encourage others to follow suit.

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

The most important strategy that will be implemented to fulfill these standards is peer review assessments. Each group member will review and edit each other's work throughout the course of the project. This is done in order to ensure that everyone's ideas are being displayed in the work created, thus increasing the collaboration between all group members.

### **Team Participation**

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

The most important strategy is communication. Communication allows all the group members to stay in contact with one another. If someone has a disagreement with an idea or is having trouble with his task, then he can ask the other group members for their assistance. This indicates cooperation among team members which is a necessity for every group to have as it strengthens the bond between the various members. This also allows everyone to stay aware of impending deadlines and various tasks can be assigned to each team member, thus ensuring that there is an equal distribution of tasks for the entire group.

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

One of the ways this can be done is identifying each group member's skill set. Based on this, the appropriate task can be given to the group member. If a certain group member is proficient at programming, then the task that involves coding can be assigned to that individual. The second strategy could be allowing a certain time limit for each group member to speak during the scheduled group meetings. This allows each member to contribute his own ideas without interruption. The third strategy could be presenting ideas in the WhatsApp group chat. In this way, these ideas can be discussed in the following group meeting.

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

The first strategy in order for our group to stay on task is to keep a weekly agenda. In this agenda, all of the goals for the next group meeting will be written down. In this way, there is a record of each task and our group is able to make sure that each task is fulfilled. As aforementioned, there will also be weekly reminders so each group member is notified of the upcoming group meeting. There will also be discussions in the WhatsApp group chat where each member will discuss how their task is going, any issues that they have encountered, etc. These are all the strategies that our group will administer in order for each group member to stay on task.

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

There will be shared leadership amongst all group members. The reason for this preference is because each group member is a leader in his own right. For example, if one member is proficient at programming, then he can lead or teach the other group members to code. In this way, each person gets to assume the role of being an instructor with the other group members acting as students. Each week, our group will alternate leadership roles to ensure that everyone gets to be one and that no one becomes left out in the group.

### **Personal Accountability**

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

Each group member is expected to attend the group meeting. As aforementioned, there will be weekly reminders sent out that will notify each group member of the upcoming meeting. In this way, no one has an excuse of being absent from the meeting, unless he notifies the group 24 hrs before the scheduled meeting.

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

Each individual group member should have the same responsibility for fulfilling the team assignments. Also, each group member is expected to adhere to the scheduled timelines and deadlines. As aforementioned, a weekly agenda will be used in order to keep track of upcoming assignments, timelines, and deadlines to ensure all group members are up to date with the newest news.

