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 #A04 Team # Group 18

- 1) Cole Palmer
- 2) Fadi Oussta
- 3) Jonah Doering
- 4) Moiz Adamjee
- 5) Kim Kazenja

Team Procedures

- 1. Day, time, and place for regular **team meetings**: Thursdays, 6:00 PM. Outside the Makerspace.
- 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: Email.
- 3. **Decision-making policy** (by consensus? by majority vote?): By 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?):
 - Weekly agendas will be created as a team at the end of each team meeting. Each meeting may have a leader to ensure we're following the agenda each time.
- 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?):

One person will be designated to record keep at each meeting.

Team Expectations

Work Ouality

- 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?): Everything is expected to be professional grade work.
- 2. **Strategies** to fulfill these standards:

Meet often, share any and all ideas, use previous design/team experience to help one another

Team Participation

- 1. Strategies to ensure cooperation and equal distribution of tasks: Clearly designate tasks to each individual at the end of each team meeting
- 2. Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance): Give each person the opportunity (during the meetings) to update everyone on their progress, as well as any new ideas they may have
- 3. Strategies for keeping on task (task maintenance):
 Staying in contact over the course of the week (not just at meetings)
 Helping one another on individual tasks (if needed)
- 4. Preferences for leadership (informal, formal, individual, shared): Informal for the time being

Personal Accountability

- 1. Expected individual attendance, punctuality, and participation at all team meetings: Everyone is expected to attend team meetings on time. Participation is required. Ideally nobody would miss a meeting, If you can't make it please notify the group beforehand
- 2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Everyone is expected to complete their tasks on time to a high standard

- 3. Expected level of communication with other teammembers: Everyone is expected to check their phones/email regularly to keep in contact with other group members
- 4. Expected level of commitment to team decisions and tasks:

Everyone is expected to commit themselves to this class and project as they would any other course

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:
 - Simple verbal warnings at the team meetings
- 2. Describe what your team will do **if the infractions continue**: Another warning including notifying the TA/Project Manager

- 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) Cole Palmer	date: September 12 th , 2019
2) <u>Fadi Oussta</u>	date: September 12 th , 2019
3) Jonah Doering	date: September 12 th , 2019
4) Moiz Adamjee	date: September 12 th , 2019
5) Kim Kazenia	date: September 12 th , 2019

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