

Deliverable A

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 Brightspace.

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

GNG2101, Section #E01

Team Members:

- 1) Jacob Hepburn
- 2) Isaac Loge
- 3) Jordan DeRose
- 4) Evan Trainor
- 5) Griffin Richard

Suggested Projects:

1st choice: Window Opener

Team Procedures

1. Day, time, and place for regular **team meetings**:
Monday (5:30-7:00 pm)
Wednesday (7:00-8:30 pm)
Subject to Change upon Majority Consensus.

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:

Discord, Outlook, Phone numbers

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

Consensus (Majority Vote) would be our primary decision-making policy since it would let everyone have a say in what we want to do with the project. We also all agreed that a democratic system for leading this group would be the best fit.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?):

Sending notifications on Discord through our dedicated server, or thorough message if the message is very important or want everyone to see the message ASAP. Griffin Richard will be the one responsible for keeping the team on task during the weekly group meetings, if people are not focusing or doing no work he will step in and take authority to make sure that the person begins their task and finishes it at the end of the group meeting.

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?):

Evan Trainor will be doing this entire section since he is the most comfortable keeping track of the group to make sure that everyone is in check and doing their work. That is also the reason why he is also doing the click-up portion of this deliverable as well.

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.):
90%+ deliverable and project average
2. **Strategies** to fulfill these standards:
Allocate more or less time depending on performance in previous deliverables.

Team Participation

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

Griffin will manage task completion, keeping the group on task and efficient.

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

Team outings, social gatherings, researching other products, asking what customers would want out for a product for ideas.

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

- Make clear requirements for the meeting and once requirements have been then intentionally 'mess around'

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

Informal, so everyone has a chance to talk about things and make sure that everyone is heard. Also to make communication more casual since we do not want to be formal with our peers in a similar age range.

Personal Accountability

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

Attendance should be mandatory and on time within reason. Gives notice and accommodations to a team leader if coming late or cannot make it. For participation, everyone should be involved and should come to a consensus on most of the topics that everyone agrees on.

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

Expected high level of responsibility, all team members are expected to complete their tasks and will be spoken to if they are not on task. If they have not done it they can ask for help from other members so that the task is done on time and that it is sufficient to the criteria.

3. Expected level of communication with other team members:

A frequent level of communication is expected. Communication can be facilitated through discord or message which will allow for communication for both urgent and non-urgent issues. Personal issues can be addressed through the team leader.

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

Everyone should be participating in group discussions to make sure everyone is on the same page as well and that people's voices are getting heard. We do not want to make a final discussion where not everyone agrees to it since that would make it more one-sided and not fair for the group members.

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:

We will have a three-strike policy. If a member has missed a deadline without communicating, they will receive a strike. This is important because we do not want to hand in assignments or deliverables late, so this policy is very strict.

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

If you exceed three strikes, then the project leader will have a one-on-one talk to the person that is not doing well in the group to see what is going on. If they continue their behavior, then we will have to talk to a TA and see what to do from there.

- 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) Griffin Richard, date: 01/11/2024

2) Jacob Hepburn date: 01/11/2024

3) Jordan DeRose date: 2024-01-11

4) Isaac Loge date: 11/01/2024

5) Evan Trainor 11/01/24

* This template was adapted from

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