

TEAM CONTRACT

GNG1103, Section # 1 Team # 3

Team Members:

- Andrew Yusuf ayusu090@uottawa.ca 30031185
- Gracie Bailey-Postma gbail033@uottawa.ca 300351028
- Daniel Barker dbark012@uottawa.ca 300368807
- Ava Ziegler azieg022@uottawa.ca 30372217
- Aaron Chen achen344@uottawa.ca

Team Procedures

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

Wednesdays 10:00-11:00 am at SITE

- 2) Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

Microsoft teams for communication, onedrive for files. Instagram groupchat

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

Majority vote, but it could be changed depending on the situation

- 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?):

A document will be created a week before the meeting will take place. In this document team members can add talking points they want to be included for the next lab, and any questions or discussions that they want to include. One team member will have this document open for review at the beginning of the team 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?):

There will be collective record keeping. There will be a team onespace where everyone will have the document for team editing and review.

- 6) Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the **“Role Rotation Matrix of Members”** document and generate a role rotation matrix for your project team members below.

Member Role Rotation Matrix in a Project Team of 5 members														
Name	Role	Responsibilities	Semester Week											
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Andrew	Team member	TBD	D	E	P	R	Q	D	E	P	R	Q	D	E
Gracie	Team member	TBD	E	P	R	Q	D	E	P	R	Q	D	E	P
Ava	Team member	TBD	P	R	Q	D	E	P	R	Q	D	E	P	R
Daniel	Team member	TBD	R	Q	D	E	P	R	Q	D	E	P	R	Q
Aaron	Team member	TBD	Q	D	E	P	R	Q	D	E	P	R	Q	D

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.):

Each deliverable will have a designated editor to ensure that the quality of the work is up to par. Each group member will complete their portion of the deliverable to the best of their abilities. If the written portion of a deliverable is being done together, everyone will have their own section of which they are responsible for which will be open for adjustments from other group members if necessary.

- 2) **Strategies** to fulfill these standards:

Team editing and collaboration. Different workloads to fit the schedule. Each member should be open to constructive criticism as long as it is reasonable and related to the task at hand. Any progress or issues should be discussed at the team meeting, or over MS Teams.

Team Participation

- 1) Strategies to ensure cooperation and equal distribution of tasks:

Task designations on the Monday meetings.

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

Keeping discussions open, and communicating often, keep all ideas into consideration.

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

Following the set schedule and letting other team members know if anyone falls behind. Everyone should have a designated amount of time during the week dedicated toward the project at hand. If anybody is having issues or is struggling, they should reach out to the rest of the group for help.

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

Shared leadership throughout the group.

Personal Accountability

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

All team members are expected to show up for the meetings on Wednesday's. Absences from the meeting should be notified to the team.

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

Tasks should be completed by the deadline which would have been agreed upon. Deadlines can be flexible, and if one person is not meeting their deadline they can ask for help from the other team members.

- 3) Expected level of communication with other team members:

Teams members should be available for contact between 10:00 AM and 6:00 PM

- 4) Expected level of commitment to team decisions and tasks:

Team members are expected to work on tasks throughout the week on their own time and manage their own time to complete their tasks by their deadline.

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:

Team members will have 3 strikes (member will have 3 chances to fix the issue)

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

If infractions continue after 3 times, the TA will be contacted to resolve the problem, if the TA cannot resolve the problem then the prof will be contacted

- *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- *I understand that I am obligated to abide by these terms and conditions.*
- *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

- Andrew Yusuf - September 22, 2023

- Gracie Bailey-Postma // September 22, 2023

- Ava Ziegler - September 22, 2023

- Daniel Barker - September 22, 2023