

3. Expected level of communication with other team members:  
Respond to questions asked, and give updates on project or personal tasks when deemed important. Keep in regular contact with group.
4. Expected level of commitment to team decisions and tasks:  
Team members must be fully committed to every task and decision.

**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:  
Failed task will be picked up by another member for completion. Failed tasks will be communicated to every member in meetings so that everyone is updated on success and commitment of each member.
2. Describe what your team will do **if the infractions continue**:  
If infractions become regular from a team member, the others will agree to reflect on this in peer evaluations. It may lead to being left out of decisions and tasks if deemed necessary in a majority vote by other team members.

- .....
- 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) [Signature] date Sept. 22/2023
- 2) [Signature] date sept. 22/2023
- 3) [Signature] date Sept 22/2023
- 4) [Signature] date Sept 22/2023
- 5) [Signature] date SeP 22/2023
- 6)

## 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.):

All group members are expected to complete tasks to the best of their ability.

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

Each group member has the right to speak to another about the quality of work produced if it is felt there was not sufficient effort given.

### Team Participation

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

Follow scheduled role rotation. Don't be afraid to ask your group members for help if you would like some!

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

Attend each meeting having looked over the agenda, and come prepared to share your ideas or thoughts. All ideas will be taken into consideration.

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

Due dates will be set within the team for tasks to be completed, outlined in record keepings after meetings, and communicated via the groupchat.

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

Shared leadership.

### Personal Accountability

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

Let team members know when you will be absent from meetings or designated class time for project. Attendance, punctuality, and participation is expected and important.

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

Each team member is responsible for personal task deadlines. Ask for help if needed! Deadlines must be followed, late tasks can not be tolerated as it affects all team members.

## Role Rotation Matrix in the Project Team

Member Role Rotation Matrix in a Project Team of 6 members														
Name	Role	Responsibilities	Semester Week											
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Ella E.B.	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Ahque A.A.	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Yvens Y.E.	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Daniel D.G.	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Jonah J.P.	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D
Grace G.W.	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P

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?):

Grens will keep record of all things discussed in meetings by writing/typing as conversation moves. An audio recording will be taken of each meeting by Grens. Both will be shared with group by midnight of meeting date. ★

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.

See attached table,

"Role Rotation Matrix in the Project Team."

★ The Wrike will also be updated by Ella within 24 hours of each meeting or group work sessions.

## TEAM CONTRACT

GNG1103, Section # A

Team # 2

### Team Members:

- 1) Ella Bigney \_\_\_\_\_
- 2) Atique Aqtab \_\_\_\_\_
- 3) Yvens Estime \_\_\_\_\_
- ~~4) Daniel Guimah \_\_\_\_\_~~
- 5) Jonah Philip \_\_\_\_\_
- 6) Grace Wan \_\_\_\_\_

### Team Procedures

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

Sundays at 2pm, meet inside the lobby  
of the STEM Complex

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:

Groupchat on Instagram. All agendas, recordings,  
and records kept will also be sent here.

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

By majority vote.

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?):

Ella will create an agenda for each meeting, which will be shared at least 2 days prior to each meeting. This will act as a reminder for each meeting, and an additional reminder will be sent out 1 hour prior to each meeting by Ella. Jonah will be responsible for meetings following the plan of the agenda by reminding group of time allotments of each topic.