Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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 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 # G00 **Team # 11**

Team Members:

1) Matthew Chau
2) Sadeem Zahid
3) Ayaz Nayeck
4) Boris Ahossey
5) Fiyin Eyenike
6) Oluwadamilola Olaifa

Team Procedures

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

   The lab, or in class. Over the call meetings or just emails would be adequate.

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:

   Social media, e-mail, Brightspace Discussion Board and face-to-face during labs

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/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?):

Matthew Chau will be responsible for setting the agenda for meetings and timeline of project.
Team members will be notified of work distribution at the very start of the project and will continue to be notified frequently about deadlines to meet.
Form of notifications will come in the form of emails, calls, or group chat discussions.

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?):

As team lead, Matthew will be responsible for record keeping and disseminating minutes. The distribution of minutes will be addressed as soon as the main project is started. It will either be discussed in person or through email of minute's distribution. Minute tracking and agenda will be kept within a group task management program.

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														
			Semester Week											
Name	**Role**	**Responsibilities**	**W1**	**W2**	**W3**	**W4**	**W5**	**W6**	**W7**	**W8**	**W9**	**W10**	**W11**	**W12**
Sadeem	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
Ayaz	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
Matthew	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

Boris	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
Oluwadamilola	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
Fiyin	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

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.?):

Is of original work and free of spelling and/or grammar mistakes. Work must meet all standards listed that are necessary, and preferably go beyond standards if possible. Quality must at least be of good or more than decent standard.

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

Regular updates from group members about progress of current work.
Peer-review of work submitted by each member to ensure all of it combined creates a cohesive product/assignment.
Strong time management, push for earlier completion from all group members to allow for better review of said work.

Team Participation

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

Communication through as many channels as possible.
Frequent check-ins with all group members on progress of work
Work distribution must be proportionate for all members.
For better team cohesion, distribution of work must be discussed.

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

Promote team activity by asking for input from all team members on decisions, especially big ones.
Even if input is not given from team member(s), ask them directly.
Encourage any kind of ideas being given.

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

Team lead should keep tabs on work completion.
Team members must personally keep track of the deadlines.
Preferably, team members should look to finish earlier than prescribed deadlines.

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

Mix of an informal and individual leadership model.

Leader should not be overly tyrannical.
No micromanagement.
Team lead should keep tabs on work being done.
There should be push from team lead to group members to complete work before deadline.
Team lead must do their fair share of work.
Majority vote should overall decisions of team lead.

Personal Accountability

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

Group members should look to attend all team meetings, unless a valid excuse.
Group members should look to at least try to contribute to team meetings.
Lateness, unless a valid excuse, should not be a re-occurring problem.

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

Team members should look to manage the time for deadlines.
Team members must be self-sufficient and able to do work independently.
Unless a very valid excuse is given by a group member, failure to submit work will be heavily frowned upon.

3. Expected level of communication with other team members:

If team member cannot complete work on time, inform team lead ahead of deadlines.
Group members should look to discuss the progress of their work frequently.
All available communication channels should be used in convenience of all group members.
There should be a main group chat or central channel of communication.

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

Commitment must be high enough to provide good – high quality work within expected deadlines.

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:

If a single infraction of low severity occurs, that does not cause significant damages to the overall project (being late to group meeting, forgetting to attend one group meeting, etc.). A light warning will be issued.

If a single infraction of high severity occurs, that does cause significant damages to the overall project (being late on deadlines, forgetting to submit work, etc.). A permanent tab is kept on you, trust will be at an all-time low and possibly will cause a report to the professor.

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

If infractions continue, not only will there be reports to the professor, but a possible redaction or mention of contribution might occur (if possible).

A push/request to have individual penalties enacted upon you from the professor will occur.

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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) ________ ________________________________date 20/1/2024________
2) _________Oluwadamilola Olaifa__________________________date 20/1/2024________

3) _________________Fiyin Eyenike________________________date 20/1/2024________

4) _______MChan__________________________________date 20/1/2024________
5) _________M.S.A. Najeck_________________________________date 20/1/2024________

* This template was adapted from
[https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team_Contract**.doc](https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc)