TEAM CONTRACT GNG1103, Section # B01 Team # 19

Team Members:

- 1) Omar El Kady 300150175
- 2) Sean McAsey 300076136
- 3) Imaan Dahal 300112503
- 4) Dhara Patel 300146860
- 5) Matan Zelikovitz 7338767

Team Procedures:

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

We have decided to meet on Tuesday from 12 pm to 1 pm on the second floor of the STEM Complex building.

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:

We have established a Facebook group chat where we are sharing information and will continue to keep up to date on the deliverables.

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

Our decision-making policy would be by consensus as we believe that it gives all the group members a chance to speak their mind on the topic at hand.

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?):

Sean will take minutes and lead the discussion through a weekly agenda. Next week's agenda will be determined in each Tuesday meeting and updated as the next meeting approaches.

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?):

Our method of record keeping would be through Google Docs. We will record and disseminate the minutes once a week, usually after our group meetings.

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 of our work on the project will be looked over by at least two other members of the group before being fully included, and the whole team will go over anything to be presented to the client or teacher. As far as we are able, we will work together to meet the highest level of quality demanded by a member of our group, rather than leave it to that member to put the extra work in.

2. Strategies to fulfill these standards:

Weekly team meetings to discuss about the project, equal task distribution, decision-making will be done with the entire team and peer review to assure it is well done and has all the required components. Our work will be done in an organized fashion and will be reported to be reviewed during the meetings.

Team Participation

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

To ensure cooperation and equal distribution of tasks, we will be equally dividing the work during our meetings but keep everyone up to date on what work has been done or what still has to be done.

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

Make sure we discuss all the ideas as a team before deciding to act on an idea/strategy for the project. Create a friendly environment where no one feels that they are less knowledgeable, which usually prevents people from sharing their ideas in a group. Also, we will ensure all group members have a chance to deliver their thoughts and/or ideas.

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

Weekly meetings and meeting minutes will ensure the group stays on task. Trello will also help with task maintenance and making sure that everything is on track.

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

Shared leadership is preferred so that everyone gets a say in the project and a chance to convey their opinions. This also prevents one person from taking the lead and doing all the work or forcing their decisions on the other team members.

Personal Accountability

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

All group members should attend meetings unless their absence is unavoidable. Participation is important for teammate assessments.

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

A high level of responsibility is expected to fulfill individual tasks by given deadlines.

3. Expected level of communication with other team members:

It is immensely important to communicate effectively and often with group members. A very high level of communication is expected by all members.

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

This is relatively within the same region of communication with team members. All team members are expected to fully commit to the team's decisions and tasks to ensure equality and cooperation.

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:

Infractions may result in consulting the professor and or project manager(s). For delegated work, we will have deadlines earlier than our situation necessitates, so that should a team member leave any gaps, we will have a period of time during which the team will work together to fill those gaps.

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

Continue to seek advice from professor on continually occurring infractions. Perhaps have a team meeting solely to discuss the infraction.

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) Omar El Kady-300150175	date:_Sept 19,2019
2) Sean McAsey - 300076136	date <u>Sept 19, 2019</u> 3)
Imaan K Dahal - 300112503	date: Sept 19/2019
4) Dhara Patel- 300146860	date: Sept 19, 2019
5) Matan Zelikovitz - 7338767	date - Sept 19/2019

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