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 Blackboard.

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 # ___C___   **Team #** ___3___

Team Members:

1) ___Cameron Carter___

2) ___Hung Hoang___

3) ___Jean-Claude Khacho___

4) ___Jason Liu___

5) ___Ben Sedgwick___

Team Procedures

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

   Thursdays during the lab (8:30-11:50).

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:

   Microsoft teams and face to face in the lab.

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

   By consensus/general agreement or disagreement on matters.

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?):
   Cameron will be in charge of all the meeting-related material. He will notify members in the MS Teams chats the day before so that they can suggest additional meeting material if required. He will stick to the agenda points during the 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?):
   Cameron will also be in charge of the records of the meetings, but everyone should take their own notes during the meeting as well to help ensure that they're paying attention to the meeting.

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.?):

   The deliverables should meet all the criteria stated in Brightspace. If time permits, going beyond the criteria would be beneficial, but not critical.

2. **Strategies** to fulfill these standards:
   Members should begin work on tasks as soon as they are assigned to ensure that there's time to meet the standards. They should also ask for assistance from other members if problems arise during the task.

Team Participation

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

   It's important to know what people's strengths and weaknesses are when assigning tasks so that everyone is comfortable and confident with the tasks. Ensuring good communication between people working on shared task will help to reduce conflict.

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

   During meetings make sure that everyone speaks at least once to present an idea. Give everyone's opinion equal consideration no matter how much you may dislike it at first.

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

   Have regular check-ins on the task progress (probably during meetings), discuss any potential delays in MS Teams as soon as soon as they appear and discuss them further in the meetings if they still persist.

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

   There should be shared leadership so that everyone feels that they're equally important in the team when it comes to assigning and completing tasks.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
   Everyone should try to show up on time everyday the best that they can (unless there's specific reasons preventing this which is perfectly understandable.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
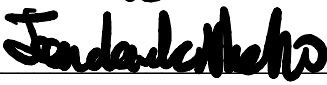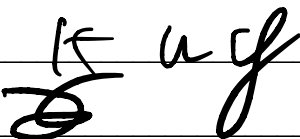
   Everyone is responsible for the completion of their own individual tasks on time, and important deadlines are the responsibility of the whole group.

3. Expected level of communication with other team members:

Everyone should regularly checks the MS Teams chat which will contain updates from everyone about their progress and issues that arise, as well as just for general information about the project.

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

Everyone should try to the best of their ability to adhere to the project standard outlines set earlier.

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:

Discuss in team meetings what happened and how it can be prevented in the future. In the short term, other members should try to assist the member that committed the infraction in completing the task.

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

A poor mark on the teammate performance review will be given for committing several infractions.

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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 Jan 16, 2023

2) _____ date Jan 16, 2023

3) _____ date Jan 16, 2023

4) _____ date Jan 16, 2023

5) _____ date Jan 16, 2023

* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team_Contract**.doc