

## TEAM CONTRACT

GNG1103, Section # A

Team # 2

### Team Members:

- 1) Ben Cooper
- 2) Jonathan Prance
- 3) Graham Sanford
- 4) Spencer Manoryk
- 5) Caleb Schmidt

### Team Procedures

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

Weekly meetings in SITE every Friday at 2:30.

**2. Preferred method of communication (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems.**

We usually communicate with each other by cell phone or facebook messenger, and will use google drive for any file sharing required.

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

Vote and agree on topics by taking in everyone's ideas so that everyone is included. Also, everyone must vote with open minds and unbiased opinions so that we can have the best outcome.

**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?):**

Meeting agendas will be determined by the group as a whole, with some items being added when necessary. The team will be notified through the communal text messaging that is used to communicate, to ensure that all members are aware of the plans. Each member will work to stay on task personally, while also having the team on task and focused.

**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 stated above, the agenda will be decided as a group prior to each meeting. During each informal team meeting, minutes will be recorded by all members and shared amongst the group. For formal client meetings, the agenda will be dispersed to all members and the client at least 3 business days prior to the meeting date. For client meetings, minutes will be recorded by a team member who will be identified in the coming weeks. Post meeting, the record keeper for that meeting will collect all additional notes from group members and construct a comprehensive set of minutes to be dispersed within 3 business days. Once the minutes are finalized they will be uploaded to a cloud based storage system for all team mates to access when required.

<b>Team Expectations</b>
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**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.):**

1. All deliverables will be prepared with the intention to meet A grade course expectations.
2. When presenting our project we will aim to be prepared, knowledgeable and professional.
3. All research done for use in the report and design of the project should be sourced from a reputable website, textbook, journal, etc.
4. Any work done on deliverables will be done to the group members best ability.
5. When work is being edited finding mistakes in another group member's work will be viewed as a positive learning experience and not a tool for criticising team members.

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

1. Starting out the semester with our best work will give us a good indication regarding who is best suited for various tasks. Also an informal group discussion regarding strength and weaknesses would be a helpful tool to aid us when distributing project tasks.
2. Dressing semi-formal will aid in our team feeling confident in our presentation and also look like we know what we are talking about to those in the audience. Just as tasks will be disbursed based on individual strengths and weaknesses, each presenter will be

matched with material that they are most comfortable and knowledgeable. An example of this would be the civil engineer in our group presenting any building code considerations or the electrical engineers discussing the programming and circuitry integrated into the prototype.

3. This can be easily achieved by using IEEE in text citation methods <sup>[1]</sup> and keeping a running bibliography for all sources.
4. This is on each member individually to fulfil however if any problems with work quality arise they will be discussed by the group to find an amicable solution,
5. This can be achieved by staying cool and collected when receiving feedback on work you have completed. When receiving feedback don't think about it as being called out on a mistake but as the whole team participating to the solution.

## **Team Participation**

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

Team discussion and communication will happen regularly; along with regular team meetings, to ensure that the team cooperates effectively and does not argue. Decisions will be made as a complete group to ensure every member feels involved, this will also include decisions on distributing tasks. The necessary tasks will be discussed and given to the people who are capable in an assignment or wish to help with the task. Members who wish to be involved in a task can be.

In addition to the above, keeping track of hours spent each week working on the project would be a valuable benchmark to ensure that everyone is putting in an equal amount of effort.

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

As with all brainstorming sessions, staying open minded until everyone has had the chance to express their opinions will result in the best collection of views. A strategy for this would be going to each member in turn and putting all ideas into a white board. The white board can then be analyzed from an outsider's perspective without any emotional attachment to particular ideas.

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

Microsoft project is a very useful tool that can be used to assist in the management of multiple tasks being completed simultaneously. Once we begin the project conception phase of the course we can have a team meeting to construct a project gantt chart for us to use as a management tool for the rest of the semester.

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

Starting the semester with a shared leadership format will work well for everyone to become engaged in the project. If deadlines are being missed, then a meeting can be held and other leadership options can be discussed.

### **Personal Accountability**

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

Team meetings will be made to accommodate every member to the best of our abilities, however if a member is unable to attend a meeting then that member will not be penalized by any means. Members are however expected to have a good reason to miss a meeting and should notify the group if they are going to be late.

In addition to the above, if a meeting is missed the member is responsible for reading the minutes from the meeting in question.

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

If a task is assigned to an individual group member they are personally responsible for the completion of the task before the required due date. This does not mean that if they are having difficulties they can not get assistance, however, it is the individual group member's responsibility to reach out for assistance and take charge of that deliverable.

#### **3. Expected level of communication with other team members:**

Everyone is expected to freely communicate with the rest of the group when necessary. If a member needs help or has a question then they should feel free to ask questions to ensure tasks are completed properly.

#### **4. Expected level of commitment to team decisions and tasks.**

Decisions will be made, so each member is expected to be followed through with, however if a better idea is thought of, it should be discussed with the collective group.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
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**1. Describe, as a group, you would handle infractions of any of the obligations of this team contract:**

If an infraction incurs during the project, we will as a group speak with the member and make it clear what is expected of them. To ensure that team morale remains high, the member will not be punished harshly.

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

If an infraction continues without any clear signs of a member attempting to solve the problem, punishment will be dealt out. Responsibilities will be taken away to ensure the project isn't risked, and the participation, and therefore the marks of the member will be impacted.

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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) Jonathan Prance date 01/20/2017
- 2) Graham Sanford date 01/20/2017
- 3) Spencer Manoryk date 01/20/2017
- 4) Ben Cooper date 01/20/2017
- 5) Caleb Schmidt date 01/20/2017