**TEAM CONTRACT**

**GNG1103, Section # B01 Team # 3**

**Team Members:**

1) Yawar Farhan

2) Justin Dudtschak

3) James Salt

4) Mohamad Radwan

5) Cameron Jackson

**Team Procedures**

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

 Weekly meetings (discord voice calls) on Wednesdays at 11:30am.

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:

Discord server.

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

 Consensus.

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?):

For each meeting, a team member will be a facilitator who will be responsible for setting the meeting’s agenda beforehand and ensuring it is followed during the meeting without going off-topic unnecessarily. Team members will alternate playing the facilitator role. This will be organized through a separate agenda chat on Discord to keep the team members updated.

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?):

For each meeting, a team member will take notes on a shared Google Docs file. Minutes will be taken only when necessary (e.g. when there are important discussions happening, rather than when we are working together on a contract). Team members will alternate taking minutes. All minutes will be saved on our shared Google Drive folder for our project. Agendas will be saved in the dedicated Discord chat, and if written as Google Docs will be saved on our Drive folder.

**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.?):

No person shall submit work that they don't feel comfortable with and shall make their best efforts in the work they provide for the team. The work that is being submitted must be revised by the whole team to ensure that everyone is satisfied with the result.

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

Even distribution of work and making sure everyone on the team is trying their best. If a member of the team needs assistance, he/she is encouraged to communicate with other members.

**Team Participation**

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

Following the Gantt chart and assigning tasks evenly for each group member. If a group member needs clarification or assistance they should ask for help.

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

Creating a welcoming environment which fosters teamwork. Members should be supportive and approachable such that they are open to the others’ ideas, and that they feel comfortable sharing their own ideas as well.

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

Discussing upcoming tasks in the weekly meetings, and continuing to follow up with group members throughout the week. Due dates will be set for tasks, and members should give updates on their task on a weekly basis. Members should always communicate any issues that may affect the due date of the deliverable.

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

 Shared.

**Personal Accountability**

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

 Try to attend all meetings. Plan ahead and suggest another meeting. Every member should be encouraged to give suggestions and ideas to the project.

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

 Complete what’s expected of you. If you’re having trouble completing your responsibilities, tell the group and make a new plan.

3. Expected level of communication with other team members:

 Team members will meet once weekly, and can communicate over discord as often as needed to help each other feel comfortable with the tasks.

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

 While it is understandable that members are busy with other courses and commitments, it is expected that they balance these commitments and ensure that they spend sufficient time to produce high quality work for the team project.
 One team, one dream. One band, one sound. Nothing else matters.

**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:

 Talk with the team members. Ask for clarification as to why the set task was not completed, and suggest solutions.

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

 The team will have a meeting and decide if this is a problem we can handle internally or if faculty members need to be consulted.

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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) Justin Dudtschak date September 21 2020

2) James Salt date September 21, 2020

3) Yawar Farhan date September 21, 2020

4) Mohamad Radwan date September 21, 2020

5) Cameron Jackson date September 21, 2020

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