

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 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 as 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

GNG2101, Section # A2

Team Members:

1. Jérémie Losier
2. Saheel Nahaboo
3. Defne Oguz
4. Ekin Berktaý
5. Jorge Jimenez Alatorre

Suggested Projects:

1st choice: Seat belt guide

2nd choice: Frisbee Thrower

3rd choice: One-Handed Walker Steering

Team Procedures

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

- One meeting saturday 3pm
- If necessary during weekday
- Time and place will vary for each meeting but mostly online

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 for online meetings and document sharing
- In person for project work
- Instagram for text communication

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

By consensus, we must agree to a decision as a team to make the decision.

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?):

Group chats with all members is where we will discuss meeting times, dates and project deliverables. Ekin will keep track of the meeting times. All members will be notified in the group chat on Instagram.

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?):

Discord logs will be used for the record keeping of meetings, J  r  mie will be responsible for record keeping.

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.):

Every team member needs to review deliverables and assignments before submission. We expect close to perfection.

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

Always work in advance and meet even when we don't have anything to do to assign future tasks.

Team Participation

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

In weekly meetings we will set a list of tasks and agree on a fair distribution of work depending on your strengths and weaknesses. Each team member will notify their teammates in case they become overwhelmed.

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

Everyone will get 5 minutes to talk about their ideas in each meeting to make sure teammates are not intimidated by speaking up.

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

Put everything on Wrike and have one different person per week in charge of all deadlines. We can keep track of what each person does in the deliverables.

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

We are all on the same level but with different tasks (shared leadership). We expect the same amount of work and responsibilities from everyone. No leader will be appointed. The number of work students will be kept in mind and we will accommodate any times when students are busy.

Personal Accountability

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

All the team members are supposed to be at every meeting. We will accommodate emergencies. We expect everyone to be reasonably on time to not slow down the rest of the group. Everyone is encouraged to speak at every meeting.

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

All responsibilities are equally split and all work should be done before the deadlines.

3. Expected level of communication with other team members:

Everyone should look at the group chats on Instagram and discord as to not miss any meetings and to be more available to your teammates.

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

High level of commitment.

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:

1st. Warning

2nd. Team meeting / Last warning

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

We can contact the TA if a team member clearly shows a lack of commitment to the project.

- 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) Jérémie Losier, Date: 14th September 2022
- 2) Defne Oguz, Date: 14th September 2022
- 3) Saheel Nahaboo, Date: 14th September 2022
- 4) Jorge Jimenez Alatorre, Date: 14th September 2022
- 5) Sarp Ekin Berkay, Date: 14th September 2022

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