TEAM CONTRACT

GNG2101, Section # B03

Team Members:

1) Eric Chen
2) Adam Walters
3) Keon Dawoudi
4) Jarrett Goodwin
5)

Suggested Projects:

1st choice: Library Wayfinding

2nd choice: N/A

3rd choice: N/A

Team Procedures

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

   Every Tuesday and Thursday, 10:00 AM to 11:30 AM on Discord

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

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

   By 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?):

   We'll create an agenda in Notion for each meeting and the refer to that during the meeting. Eric will be responsible for making sure that the agenda is kept up-to-date and followed during the meetings.

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?):

   Meeting minutes will also be kept in Notion as an extension to the meeting agenda (ie notes will be added to the agenda as they get discussed during 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.?):
   We will work to the best of our ability without jeopardizing any other courses or work that we already take part in.

2. **Strategies** to fulfill these standards:
   Frequent meetings, using a task organizer to manage deadlines, Discord reminders and lots of communication

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   Open work environment - each team member is encouraged to speak up if they feel anyone (including themselves) is doing too much or too little of the tasks.
   Frequent communication will be used to maintain good cooperation.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
   Open discussion where all ideas are valid and nothing is dismissed without properly considering/researching it first.

3. Strategies for keeping on task (task maintenance):
   We will use Notion to manage most of our work, while using Discord bots to remind us frequently of tasks that need to be completed.

4. Preferences for leadership (informal, formal, individual, shared):
   We're a small group, so we will share the leadership informally by always discussing major decisions as a group.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
   All team members will try to attend all meetings on time and for the full duration, giving as early notice as possible if that is not possible. Team members should also actively try to participate in the meetings.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   Similar to the team's standards on attendance, work should be done to the best of one's ability, and notice should be given as early as possible to the rest of the team if a team member feels that they would be unable to fulfill their responsibilities for any reason so the rest of the team can plan around it and help them if needed.

3. Expected level of communication with other team members:
   As necessary - do not communicate too much or too little. Use common sense.

4. Expected level of commitment to team decisions and tasks:
   Full commitment within reason. As mentioned in "Work Quality" part 1, team members are expected to perform as well as possible without jeopardizing anything else that they are working on.

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:
   Bring up the infraction at a meeting and discuss/analyze as a group what happened, why it happened and how it could be prevented in the future. Help should be requested and provided when needed without hesitation.

2. Describe what your team will do **if the infractions continue**:
   A general three-strike system, where on the third strike, the matter should be brought up to the TA, PM or professor for further action.

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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) Eric Chen ______ date 2020/09/14

2) Adam Walters ______ date 2020/09/14

3) Keon Dawoudi ______ date 2020/09/14

4) Jarrett Goodwin ______ date 2020/09/14

5) ______ date ______

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