

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 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

GNG1103, Section D02 _____

Team # 7 _____

Team Members:

- 1) Nicole Milman
- 2) Jacob Olaveson
- 3) Alec Fraser
- 4) Khalid Al-Satari
- 5) Matas Minkstimas
- 6) Cyrille Zakaria

<h2>Team Procedures</h2>

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

Lab days: Mondays at 7:00 pm to 9:50 pm (when work periods are provided)

Weekly meetings:

Virtual via Discord calls or in-person if the tasks require it (UOttawa campus, a study room will be organized the week before by Nicole Milman). Saturdays at 4:00pm. If need be, additional Sunday morning meetings will be scheduled.

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 will be used for virtual meetings and informal text communication (school email will be used for more formal communication needs and for sharing documents/files).

Meetings may be subject to change from virtual to in-person as the design process progresses and individual tasks start to depend on each other.

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

The consensus method will be used overall. However, if we are unable to reach an agreement, then a majority vote will be used, and all members will respect the decision made.

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?):

Weekly meeting agendas will be arranged/tracked by Nicole Milman. Decisions on the tasks assigned will be made collectively and then tracked throughout the design process. The tasks and timeline are subject to modification if necessary (this needs to be communicated to everyone and updated in the agenda). We will distribute tasks for the upcoming deliverables in the preceding 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?):

Matas Minkstimas will be responsible for the dissemination. This will be done on Microsoft Excel/Google Sheets. Group meetings will be recorded. Project work, including in-lab work sessions will also be documented. (ALL GROUP TIME WILL BE RECORDED).

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.):

As first year undergraduate students, we lack certain skills and knowledge that more advanced students have acquired. For this reason, we are expecting to face constraints with regards to the complexity of the final outcome. However, we expect to learn skills throughout the course and are dedicated to reaching our maximum potential.

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

Reaching the team's expected standards for the project can be achieved through the splitting of tasks between each team member based on their unique skillsets, followed by their culmination and team review. While each team member is in charge of their assigned tasks, the contributions and feedback of the other team members are expected. We will also be stressing the importance of effective communication and respect between team members.

Team Participation

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

We will assign tasks during team meetings voluntarily, based on the interests and skills of each member. We hope to achieve cooperation through mutual consensus and are open to assigning shared tasks if need be. By tracking our overall progress throughout the project (agendas, meetings, calendars, time recordings), we hope to ensure that the workload is being distributed equally and that cooperation is achieved as a result.

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

Through respecting different perspectives and giving each member the opportunity to contribute/share ideas, we hope to create a safe, judgement-free work environment for all.

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

A group calendar/Wrike setup will be created by Jacob Olaveson to keep track of all the deadlines and due dates for each Assignment/Deliverable. Reminders will be sent to the members of the team to help support each other in each individual task. Task distribution will be documented in an agenda.

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

Leadership would be shared, meaning the team would have no overall leader. However, each member oversees different management tasks and has been assigned responsibilities tailored to their skills. If the collective team agrees on an issue and reasonable solution, changes will be made accordingly by the majority. Initiative will be shared equally throughout the semester.

Personal Accountability

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

Since weekly tasks are not the same for each team member, the required level of participation / time investment will vary from person to person at each stage. With that being said, punctuality and attendance are required for the whole team and will ensure that everyone is up to date with regards to the progress of design. Conditions may vary and communication is key if changes are necessary.

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

It is crucial that each team member respects the timelines and deadlines assigned to them each week, and that assignments satisfy the quality standards of the team.

3. Expected level of communication with other team members:

To ensure proper communication, we will start our weekly meetings with a debriefing on behalf of each member, where they are expected to share their progress with regards to tasks, as well as any concerns or issues they are having, updates or modifications that need to be made. If the issue is large enough, or preventing them from proceeding to other tasks, they must also update the group right away, to allow the group to help and try to provide a solution (discord is the chosen form of communication for these scenarios).

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

Decisions that were made collectively by the team need to be respected. If a member finds that a certain decision or task plan needs to be modified, it is required that they communicate with the group so that everyone is up to date on the project as a whole.

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:

If a member of the team fails to take responsibility for their part and/or breaches the contract, the member will have their voting rights revoked for the upcoming meeting. The severity of infractions will be judged at the discretion of the remaining team members. The infraction will also be documented, so that we can review everyone's infractions when the peer review document is submitted.

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

If the infractions are a recurring pattern for the team member, members of authority may be informed of the situation (ie. TA or professor). As mentioned earlier, the infractions will be documented, and the severity and frequency of these occurrences will reflect their peer review.

- 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) Matas Minkstimas January 21, 2023

2) Jacob Olaveson January 21, 2023

3) Nicole Milman January 21, 2023

4) Khalid AL-Satari January 21, 2023

5) Alec Fraser January 21, 2023

6) Cyrille Zakaria January 21, 2023

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