

TEAM CONTRACT

GNG1103, Section # C01 Team # ProjC 3

Team

Members:

- 1) Heidi Zahiri
- 2) Brendan Pennington
- 3) Tara Karner
- 4) Tony Piro
- 5) Joe Wu

Team Procedures

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

Thursdays at 5:30 PM near the MakerLab in STEM.

2. Preferred method of **communication** (e.g. email, 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, announcements, updates, reminders, problems:

If we need to have a conversation, we will use Discord to voice call. If we only need to send short messages, we have an Instagram group chat. It is always preferable to communicate in real life during our weekly meetings on Thursday afternoons.

3. **Decision-making policy** (by consensus? by majority vote?): We will initially attempt to

make decisions by consensus to avoid team conflict. This should be successful as all members are agreeable. However, if no consensus can be made in the duration of the meeting a majority vote will be taken to avoid wasting time.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?):

On Wednesdays (the day before our weekly meetings) or even before, each one of us will write points/ideas we want to discuss during the meetings on Thursdays and associate those points with a certain level on a scale of importance (1-5 importance scale seen in class). This needs to be done before the meetings so everyone can think of their opinion on the different points that need to be discussed. Then, during the meeting, Tara will be responsible for making sure that every point is discussed in a reasonable amount of time.

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?):

The minutes during the meetings will be disseminated proportionally to the importance of the points that need to be discussed. The number of minutes that will be dedicated to a point will be two times its number on the scale of importance (example: 5 on importance scale = 10 minutes of discussion). Tara will keep track of time during meetings while Heidi will be the one taking notes and recording everything that is said objectively so that it's easier and faster to make decisions down the road (we don't need to discuss a subject twice).

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.):

A high level of quality is expected from each of us. It is really important for us to base our success both on the quality of our product AND on the quality of the way

we present our product. To achieve that, we expect that each member of the team is productive in their extensive individual research and ideas for the project. We also expect everyone to participate in taking notes during client meetings, and to follow what is expected from them in terms of preparing before our weekly meetings (coming up with points that need to be discussed, etc.). We want everyone to be honest about how they feel with the other teammates' work and participation in the project.

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

- In order to fulfill these standards, we will set goals to ensure that great quality work is done and that it is done within the required deadlines.
- Setting dates for each part of the project to be completed by
- At every meeting, ensure that each person knows what they should already have done and what they need to accomplish for the next meeting.
- Open Communication to ensure that everyone is on board with the ideas decided upon or action taken by group members

Team Participation

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

- We will make sure to have a written distribution of tasks so that we can visually ensure that every member has an equal and proportional workload related to the project.
- All team members should ask for help when they need it and help others.
- We will estimate how long every task is going to take to ensure that everyone's workload is equal.

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

- All ideas can be added to the shared document to be discussed at the next team meeting.
- Encouraging everyone to speak up and share the amount of time spent discussing equally between each team member.
- Allow everyone equally express their ideas during team meetings

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

- Deadlines for each task
- Check up on each other throughout the week to ensure the tasks are being completed
- Checklists on our team board on Trello to make sure we aren't behind on dependant tasks.

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

In terms of leadership in our group, we will make decisions based upon a group consensus. Everyone will share their ideas equally and we will make decisions based upon the

consensus.

Personal Accountability

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

We expect everyone to show up at team meetings on time. We will be lenient with delays if we are noticed via our Instagram groupchat or other interactions beforehand. We can accept someone's absence if they have a valuable excuse or if the meeting is scheduled on a different time from our regular time.

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

We expect every team member to accomplish their tasks before the deadlines set on Trello, especially if the tasks are essential to accomplish other future tasks (dependant). If it is impossible for a member to finish a task before a deadline with a valid excuse, we need to be noticed a few days in advance so that we can join forces and accomplish the task before the deadline.

3. Expected level of communication with other team members:

- Let the group know if you are running late or can't go to a meeting
- Give the team updates on task progress via Instagram or during team meeting
- Inform the team if you need help or looking to help others

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

- All team members should be fully involved in every decision made and tasks that are to be completed.

- Put in effort to each task, and don't cause an inconvenience for others

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:

We will discuss the subject of their infraction with the person concerned. We will make the reason why it's an infraction clear and we will ensure that the person understands how their infraction sets us back as a team. We will show the person concerned the conditions of our group work/team setting/teamwork ethic set in this contract and we will let them know what is going to happen if the infractions continue.

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

Inform the TA, Project Manager or professor about the situation.

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)  _____ date: 18/01/2020

2)  _____ date: 18/01/2020

3) *Brenda Perist*

date: 18/01/2020

4) *Fliro*

date: 18/01/2020

5) _____

date: 18/01/2020

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc