GNG 1103 [F]

Engineering Design

Course Professor: **Rubina Lakhani**

Deliverable A - Team Contract

Prepared by Group: # 4

Team Members:

Student Name:	Student ID:
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Date: January 24th, 2021

TEAM CONTRACT

GNG1103, Section # F01 Team #4 Team Members:

1) Hiruni Senarath

2) Xiaoshuang Li

3) Arman Dhanjal

4) Paul MacIver

5) Stefan Ostojic

Team Procedures

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

   We'll meet once a week on Monday at 8:30 PM on Discord. We are estimating that the meeting will usually take an hour but the end time can vary week to week and will be decided prior to the meeting. We'll assign tasks during this meeting for the week and if needed we'll have an additional meeting Saturday 8:00 AM to go over the deliverable before handing it on Sunday.

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:

   We have agreed to use Discord for primary means of communication. However, we can use Microsoft Outlook to collaborate using our school accounts.

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

In general, the majority vote will stand. Any who oppose the majority's idea are free to comment on how the idea can be improved so that a compromise can be achieved. Regardless of the result of a vote, all opinions will be listened to and discussed.

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 have a meeting notes channel in Discord where we can list meeting agendas to make sure we stay on track and easily remind/notify people of it
● Meeting agendas will be set at the beginning of the week by the entire team
● The group will make sure to reference the meeting summary to ensure we are on track and following the agenda

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?):

We will decide during each meeting who will record the events of the meeting and we can collectively keep track of time. Should someone be particularly good at the job we may choose to keep them on it; otherwise, we will decide/alternate each time. We'll keep a track of the agendas & minutes spent by writing them in google documents and on Discord under the channel called meeting notes.

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.?):

   Our performance goals for the class should be both high and reasonable. We have outlined the following standards for the expected performance from each of our group members:

   - All team members will participate in team presentations and discussions
   - Each member will complete tasks individually after group discussions, but if any help is needed the respective team member can ask for assistance
   - Individual and group work will both be held to the same high standards and must maintained through the entire semester
     - If a group member needs assistance with their tasks they are required to notify the group as early as possible so tasks can be rearranged

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

   - Assign tasks during meetings
   - Keep in communication with each other/checking in with everyone
   - When applicable complete work in a shared document so members can review other's work
   - Ask for assistance (peer, TA, PM, or Professor) as needed
   - Maintain a focused discipline within this class and all other classes to avoid falling behind
   - Should a member have a higher workload during a certain week they are expected to inform the group to make reasonable changes in task distribution

Team Participation

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

   - Ensure that all group members are in agreement with the way tasks are distributed during meetings.
     - If there is any concern/thinking that one member is getting too much they will be encouraged to bring it up and find a solution that is acceptable to all group members, and relieves the load on the student with extra tasks.

- It should be noted that this is a professional and fair work environment, and should you feel unfairly treated/overloaded voice your concerns immediately

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

- Round table discussions will occur during meetings to ensure all team members have an equal chance to voice their ideas
- Collaborating with one another is encouraged/required to create more possible solutions to a particular problem and branch off to complete selected problems
- Be aware of other team members during meetings and if you feel another member hasn't had the opportunity to add to the discussion, open the floor to them
- Make sure working environment is professional and inviting to ensure that we are creating a safe and inviting place for discussion
- Respecting everyone's ideas, keeping an open mind and not putting other people down.

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

- Writing all tasks down and setting reminders on shared calendars
  - Implementing Wrike heavily
- Keep up to date with set due dates for tasks
  - Updating team in case of scheduling issues
- Have frequent meetings to go over tasks
- Share concerns if one member is not communicating outside meetings and/or is getting late for completing their assigned task
- Give updates on how your individual tasks are progressing, and request assistance if necessary
- Limit unrelated chatter, sticking to an agenda, be prepared for the meetings.

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

We decided to move forward with informal leadership that is shared amongst the team. We will all be responsible for making sure high quality deliverables are submitted on time.

<u>Personal Accountability</u>

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

- Everyone must attend all meetings on time
  - If there is any conflicts, the member *must* inform everyone and a makeup meeting must be held, or member must be responsible for looking over meeting notes and ask questions as needed
- $5 penalty to put towards the budget if the member missed a meeting without giving notice to the group
  - Any penalty will be noted in a separate document showing how much each member would owe, and those persons will have to purchase any needed materials or help another member purchase materials
- Meeting agendas will be set based on the consensus of the team

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

- Each individual takes full responsibility for the entire deliverable thus it's important that everyone gets their tasks done on time and to a high degree of accuracy
  - If they are unable to accomplish their work or it was done poorly, they are obligated to explain why before the submission date
    - If no reasonable explanation is given, the $5 penalty will apply.
- It's important to keep in mind that everyone's individual performance will directly affect the final grades of the team deliverable so please present your best work going forward

3. Expected level of communication with other team members:

- Frequent communication will kept on Discord on the correct channels for specific topics
- Each member will answer at a reasonable time when asked questions
- Preferably everyone will make sure to check discord every day to make sure they didn't miss any announcements
- Encourage a positive atmosphere by communicating professionally with each other while keeping empathy in mind
- Everyone is expected to contribute to group discussions and ideas from others should not be belittled (every idea is a good idea)

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

- Members are expected to commit to a level that does not hinder the set schedule, the quality of the work, or the performance of the team

- As decisions are going to be made mostly by consensus, members are expected to follow through on decisions made by the team
- Each member is expected to contribute quality work in a timely manner for their individual tasks

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:

    1) Facilitate a discussion with the entire team about the infraction
        ○ Identify the problem and discuss it from each individual's point of view
        ○ Create pros/cons list when applicable to delve deeper into points
    2) Identify a solution as a group that the majority agrees on. Compromising to accommodate others' personal perspective might be needed.
    3) Implement the decision professionally and respectfully
    4) Repeat process if necessary

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

    We will give warnings and suggestions one last time about how this is affecting the team and ways to prevent it from occurring again. If the behaviour becomes especially problematic, we will contact the PM and TA for advice and to possibly facilitate a discussion with that team member. Finally, if it still continues we will discuss it with the Professor and may also have to consider possibly having them removed from the group.

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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.*

Signature	Date
Arman Dhanjal	Jan. 18th, 2021
Xiaoshuang Li	Jan. 18th, 2021
Hiruni Senarath	Jan. 18th, 2021
Paul MacIver	Jan. 18th, 2021
Stefan Ostojic	Jan. 18th, 2021