Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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 a 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 # E   **Team # 2**

Team Members:

1)   Ayodele Mercy

2)   Erfun Zadsar

3)   Morency Lane Donald

4)   Ahmed Abdulwahid

5) _____

Team Procedures

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

   Our team will be meeting on Saturdays at 1:00pm to discuss the work that has been done and the work that needs to be done for the next weeks deliverable. Meetings will take place at the University library when hands on activities are required. If the group agrees the content can be covered on a MS Teams call, then the more convenient option will be chosen. We will also continuously use our Microsoft teams chat throughout the week to keep everyone in the loop.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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 will primarily be communicating through the Microsoft Teams group channel as well as a private chat. We also have each other's phone numbers to ensure everyone can be reached if someone does not have access to teams. Additionally, a group Trello Board has been created to organize the tasks that need to be completed.

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

   We hope to come to a consensus for each decision as it should not be too difficult with a small group of people. If a decision cannot be made, we have agreed to go by majority

vote. In the case of a tie, we will either re-open negotiations or go with a coin flip if we do not have time.

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?):

   Each meeting agenda will be set by Lane Morency. The agenda will be created prior to each weekly meeting and will include all the pressing tasks our team must complete in the following week. Additionally, the agenda will include time for discussion between team members to create an efficient plan for the week. The agenda will outline a plan for the flow of the meeting, and Lane Morency will be responsible for facilitating progression through the meeting. Following the agenda will keep our team on track throughout the meeting and ensure we use our time together effectively.

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?):

   Erfun will be responsible for keeping track of the conversations and recording minutes in a shared document. The document will be stored in the MS teams channel as a post. This way we can keep track of what is being said, and if someone is unable to make the meeting, minutes will be recorded and shared with them so they can get up to speed. The agenda will also be stored in a shared document on MS teams so that all members can see the list and think of what they want to say beforehand.

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One

effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the "**Role Rotation Matrix of Members**" document and generate a role rotation matrix for your project team members below.

Designer (D): Define visual aspects, interface, appearance, and usability criteria of the product.
Engineer (E): Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.
Project Manager (P): Plan, organize, communicate, and track project tasks, deadlines, and milestones.
Report writer & Marketer (R): Write project deliverables, identify clients/users, promote, and sell ideas and product.
Quality Controller (Q): Proofread project deliverables, identify/define quality standards, check prototype and test quality.
Designer & Quality Controller (DQ): Define visual aspects, interface, appearance, and usability criteria of the product, proofread project deliverables, identify/define quality standards, check prototype and test quality.

Name	Role By week #											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Lane	E	P	R	DQ	E	P	R	DQ	E	P	R	DQ
Erfun	P	R	DQ	E	P	R	DQ	E	P	R	DQ	E
Mercy	R	DQ	E	P	R	DQ	E	P	R	DQ	E	P
Ahmed	DQ	E	P	R	DQ	E	P	R	DQ	E	P	R

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.?):

   Given that we are all busy and most of the deliverables are due weekly, it is unlikely that we will have enough time to continually iterate. We would like to produce something that is more than acceptable but realistic, given the fast pace of this course. If a grade must be assigned, B-level work is the goal; anything above that would be excellent. Additionally, as a team we will be open with each other about our schedules. If one team member has a particularly busy week, the others will help pull their weight, increasing the chances of the group producing high quality work.

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

   We will try to utilize each individual members unique strengths where appropriate to maximize the quality of the work. The tasks will then be divided justly between team members. Weekly tasks are expected to be completed in advance of the course due date. This will allow for other members of the team to inspect their peers work and improve it as needed. Moreover, weekly meetings will include a time slot for constructive feedback. All group members will be given the chance to express what they feel is working, as well as what they feel can be improved. All team members are expected to take their peers advice seriously for the betterment of the entire group. Through open communication, empathy for teammates, group brainstorming, and commitment, our team will be in a position to succeed.

Team Participation

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

   - A clear definition of roles and responsibilities
   - A clear division of tasks within the team
   - Open communication within the team
   - All team members will be involved in the decision-making process for the team.
   - Tasks will be assigned according to team members strengths and weaknesses.

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

   We will do "icebreaker" activities at the beginning of our meetings to ensure that each member of our team is familiar and comfortable with one another.
   As well to ensure that everyone gets a say, we will demand that everyone produces at least one idea as needed to ensure everyone is adequately engaged in the work. We will strive to create a safe team environment and ensure that all team members feel

comfortable voicing their opinions. If the group feels that someone is less than comfortable at any moment than we will have an open and honest discussion encouraging that individual that their opinion is extremely valuable to the group. An effective team has input from all its members to ensure that no good ideas are missed.

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

- The team will develop a detailed plan that outlines the project tasks, importance, and due dates.
- The task will be delegated based on the strengths and weaknesses of the team members.
- The task will be clearly defined and communicated to the team.
- The project will be broken down into small and manageable tasks.
- The team will be using the pomodoro technique to help us ease into the work as well as remind us that we should be on task.
- The tasks will be prioritized based on their importance, duration, and due dates.
- There will be a check-in to review progress on the task and discuss

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

There is a preference for shared leadership as it fosters open communication, collaboration, and active participation within the team. Everyone needs to feel as though they are an equal. With that being said, if shared communication is resulting in inadequate work, it is likely that some individuals will need to take charge. This is not an ideal situation, as previously stated the preference is for shared leadership. Although shared leadership is what is best for the group, if the quality of the work this leadership type produces is not up to par, changes will have to be made.

Personal Accountability

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

   Attendance during all meetings will be necessary throughout the course of the project. In person attendance will only be necessary during the ideate phase. Other meetings can be done online through MS Teams. Not only is attendance mandatory but so is participation. Each member is required to produce ideas that will benefit the team. Attendance means nothing if team members do not participate, the entire group must be present and an active participant at each meeting. With the limited availability of each teammate punctuality is not only expected but required at each team meeting. Our time is very valuable, and not a second can be wasted.

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

   Each team member is responsible for fulfilling their assigned tasks and staying informed about the upcoming deadlines. Thus, completing tasks within the given timeframe and communicating any challenges they may face is absolutely vital. Team members are required to finish their tasks by the agreed upon deadline to give other members a chance to proofread their work. When members do not complete their tasks on time it will force others to cover for them. This will result in the quality of the work diminishing. To be as successful as possible, each team member must complete their fair share of the work to the best of their ability, within the time constraints.

3. Expected level of communication with other team members:

   All members of the team are expected to consistently check there MS teams to assure they do not miss anything crucial. Communication will be the key factor to success within our team. Group members are required to know their job, when it must be done, and how well it needs to be done. Not only is communication important for responsibilities, it is also crucial to improve the quality of work. Team members need to communicate any issues they may experience throughout the semester to allow their peers to help them. Rather than producing low quality work, each team member needs to feel comfortable communicating their need for help. Moreover, compliments need to be shared between teammates. It's important to not only give feedback but to give credit where it's due. MS Teams will be the first portal for communication but in case they are needed immediately we have each other's phone numbers.

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

   All members of the team are expected to be involved in the decision-making and task delegation processes. This fosters active participation, improves communication, and enhances

collaboration within the team. Each team member must commit to producing high quality work that is acceptable to their peers.

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:

> The first step taken will be to have a team discussion and inform the individual that they have broken our contract. The team will voice the importance of each member pulling their weight for the betterment of the team. A chance for an explanation will be granted and help will be offered if outside obligations prohibit a team member from following the contract. The next step taken will be a discussion again outlining the obligations of each teammate in case there is not a shared understanding.

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

> If the previously described strategy does not resolve the issue more drastic measures will need to be taken. We will inform the individual that without change a discussion will be had with either our TA or the Professor. This option will be a last resort, if the team feels that a member's commitment to the contract is non-existent this option will have to be exhausted.

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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) __Ayodele Mercy_____ date 20/1/2024_____

2) __Erfun Zadsar_____ date 20/1/2024_____

3) __Lane Morency_____ date 20/01/2024_____

4) ____Abdulwahid Ahmed_____ date 21/01/2024

5) _____date_____

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