

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 # BO4

Team # 17

Team Members:

- 1) Sofiya Fonareva
- 2) Emma Denis
- 3) Erik Ang
- 4) Aaron Campos
- 5) Hasnain Sahibzada

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

Regular meetings will take place every Saturday at noon via Microsoft Teams to establish the agenda for the upcoming week. Considering everyone's variable schedule, an in-person meeting for the upcoming week will be set during the weekly Microsoft Teams meeting.

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:

Preferred method of communication is Microsoft Teams group chat. Each team member is responsible for checking the chat daily.

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

Decisions will be made by majority vote.

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?):

During virtual meetings each Saturday, the team will set up the agenda for the upcoming week. Wrike will be used to keep the team on track. During in-person weekly meetings, Emma Dennis will be responsible for keeping the team on track. If the team needs to be notified outside of scheduled meetings, Microsoft Teams will be used.

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 be recorded at each meeting by Erik Ang. After each meeting, all meeting notes will be uploaded to the Microsoft Teams group chat as well as the shared Google Drive folder within 24 hours.

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.?):

To ensure a high level of project standards all work will be peer reviewed by group members to ensure that it is relevant and includes individual research and group ideas. The group will determine if the work is up to the group's and professor's standards.

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

To ensure that these standards are fulfilled not only will all work be peer reviewed but extra practice sessions for any client meetings or presentations will be set. For all other deliverables or assignments we will be using the peer review method as well as ensuring everyone understands what is expected from them during our weekly meetings.

Team Participation

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

Strategies that will be used to ensure cooperation and equal distribution of tasks are strategies such as proper communication during meetings, estimating the amount of time a task will take, discussing task preferences and also making sure no one person has too much work.

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

To help encourage/include ideas from all team members we will have brainstorming sessions and also encourage members to mention at least some sort of feedback. We will also try to keep all criticism and feedback constructive and positive, so no harsh comments or non constructive feedback.

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

The main strategy that we will be using to keep on task and stay organized will be Wrike and also we will be having weekly team meetings on MS Teams on Saturday at noon to stay on track and update each other. We also ask that each team member should check Teams daily to check if there are any problems or if anyone needs assistance.

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

The preference of leadership that we would like to have is an informal kind of leadership. This type of leadership indicates that all team member's opinions are heard and problems with leadership cannot arise. If a team member has a special skill set they can be the "go to person" for that part of the project.

Personal Accountability

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

Everyone is expected to come to all meetings unless notified in the chat of extenuating circumstances. Please let the team know via Teams at least 24 hours in advance. This applies to both in person meetings or Ms Teams meetings.

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

Team members are expected to respect deadlines and timelines posted on Wrike. If the team member cannot fulfill their assignment or feel stuck, they should reach out via Teams so another member can assist them. If additional time is required, please let Emma Dennis know so timelines can be adjusted.

3. Expected level of communication with other team members:

Members are expected to attend set meetings and respect meeting times, respond to team messages via Teams and check Teams daily. Team members also should assist other members if they communicated that they need assistance.

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

We expect a moderate level of commitment to the team's decisions and tasks. Whatever the majority decides, that will be carried out and every person of the group needs to follow through with that and do their task on time successfully, but there can be issues that arise, in which case team members should communicate via Teams and let everyone know if they can't do their task for whatever reason.

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 group will handle first time infractions of a team member's obligations by having a conversation with the team member. We will ask them for a reason for their infraction and make sure they have the proper resources and help that they need to ensure all future obligations are fulfilled on time and to our group's work standard.

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

If after the conversation with the group the infractions continue, without valid reasons or talking to the group about extra help or time to complete an obligation then

the continuous infractions will be brought to the project manager or TA, and if necessary the team member will not be permitted to work on the team.

- 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) _____ Sofiya Fonareva _____ 09/22/22
- 2) _____ Emma Denis _____ 09/22/22
- 3) _____ Aaron Campos _____ 09/22/22
- 4) _____ Hasnain Sahibzada _____ 09/22/22
- 5) _____ Erik Ang _____ 09/22/22