

## **Team Contract**

Members:

Karen Hakko, Elsa Lange, Jacob Troop, Tri Thai, and Sandeep Sinha

Group #9

Topic: Front-end Business application (e.g. fulfill orders, add menu choices)

Professor Knox

GNG1103C

## **Contact Information**

### University of Ottawa Email Address

Karen Hakko: khakk089@uottawa.ca

Elsa Lange: elang099@uottawa.ca

Jacob Troop: jtroo083@uottawa.ca

Tri Thai: tthai074@uottawa.ca

Sandeep Sinha: ssinh027@uottawa.ca

## **Team Procedures**

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

Meetings will take place on Thursdays at 8:30 pm through MS Teams. Karen may have work on Thursday nights so on those weeks we will meet on Fridays at 8:30 pm.

**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:**

The preferred method of communication is our group chat on Snapchat. In the case that Snapchat does not work, we will use our uottawa Outlook accounts to contact each other. Additionally, Wrike will be used as our organization tool.

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

Administrative decisions such as dates will be by consensus while creative decisions such as ideas will be decided by a majority vote (at least 3 out of the 5). Everyone must vote on the decision or else it does not count. The decision-making can be done over Snapchat or during meetings.

### **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?):**

The method for setting agendas will be through Wrike. Wrike will send notifications to our school Outlook accounts. Elsa will also send to-do lists either weekly or bi-weekly on Snapchat. For meetings no one will be personally responsible for following the agenda; we will take upon ourselves to reflect upon what we have done that week as well as plan for upcoming deadlines. Everyone will be responsible to add and adjust to their personal deadlines. The general dates will be put by Karen (dates of deliverables, Design Day etc.) and will update the tasks regularly.

**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?):**

Karen will be responsible for writing down the meeting minutes.. She will be doing the “Meeting Minutes” document on our shared drive names “GNG1103 Project Work” in Google Drive.

## **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.):**

All work must be completed and submitted before the due date on Brightspace. It must also meet the course requirements and must be their own work. If a task cannot be completed, it is that team member’s responsibility to inform the rest of the group as soon as possible. A hard copy of the work a team member has done that week must be shown during the following week’s team meeting. If a team member cannot attend a certain meeting, it is their responsibility to let team members know beforehand and to catch up through meeting minutes, Snapchat, etc. .

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

To ensure these standards team members must respect the personal (and class) deadlines. To ensure that work satisfies quality standards, everyone will have looked through the document before submitting it. Team members will check that it satisfies course requirements, is original work, etc. As a result, work must be finished at least 3 hours before the deadline.

## **Team Participation**

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

During the decision-making process, everyone must share their opinion before a decision is made. If two or more people want the same task then it will be decided by the best of one in a game of rock paper scissors (on shoot!). Tasks will first be distributed by interest and if the task is large enough, then two or more group members will be assigned to that task. (It will be their responsibility to collaborate).

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

As well as having majority and consensus voting, a team member might call on those who have not spoken. If need be, a team member should feel free to interrupt to share their opinion.

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

When sharing the hard copy of their work during a team meeting, team members should share their screen to show the group what they have done that week.

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

If a certain team member has greater knowledge in a certain subject area, then they may be the informal leader of that task. In general, the leadership will be shared ( as shown through consensus and majority voting).

### **Personal Accountability**

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

Every team member is expected to participate in the weekly team meetings and arrive punctually. It is that team member's responsibility to catch up on what they missed through meeting minutes, Snapchat, etc. Their unavailability should be known at least one business day before through Snapchat.

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

Every team member is expected to self-regulate on top of reminders sent through Wrike and Snapchat. Every team member is responsible for allocating time for the project and finishing their work unless help from other team members is explicitly asked for.

### **3. Expected level of communication with other team members:**

Team members are expected to respond within one business day to a text message. Moreover, members are expected to check the group chat regularly and/or check their notifications.

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

After a team decision has been made, everyone is expected to adhere to that decision i.e. if you did not agree “too bad!”.

## **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:**

A three-strike system will be used wherein the consequence of the first two strikes is a warning (at no penalty). Three strikes means all the TAs (specifically Project Manager) will be informed on top of the emergency meeting. An email will be sent out to the TAs and the rest of the group will be CC'd. Strikes will be written on the “Meeting Minutes” document on Google Drive. All strikes will be decided by a consensus vote (4 out of 4) during an emergency meeting (which will also be included on the “Meeting Minutes” document).

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

The first two strikes will issue warnings while the third strike will result in the informing of the Project Manager for an intervention.

\*\*\*\*\*

- 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) Karen Hakko   | date: January 22, 2021  |
| 2) Elsa Lange    | date: January, 22, 2021 |
| 3) Sandeep Sinha | date: January 22,2021   |
| 4) Tri Thai      | date: January 22, 2021  |
| 5)Jacob Troop    | date: January 22, 2021  |

\* This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc)



Tools

No tools

Projects and folders

Computer Laboratory

Computer Laboratory

Shared

List
 Board
 Table
 Gantt Chart

All active tasks
 By Priority
 Expand/Collapse

Export

	Title	Assignee	Status	Start date	Due date	Duration	
1	Computer Laboratory	Karen Hakko	New	11/01/2021	30/04/2021		
...	Deliverable A		In Progress	24/01/2021	24/01/2021	1d	
3	Deliverable B		New	24/01/2021	31/01/2021	8d	
4	Deliverable C		New	24/01/2021	07/02/2021	15d	
5	Deliverable D		New	24/01/2021	21/02/2021	29d	
6	Deliverable E		New	24/01/2021	28/02/2021	36d	
7	Deliverable F		New	24/01/2021	07/03/2021	43d	
8	Deliverable G		New	24/01/2021	14/03/2021	50d	
9	Deliverable H		New	24/01/2021	28/03/2021	64d	
10	Deliverable I		New	24/01/2021	08/04/2021	75d	
11	Deliverable J		New	24/01/2021	26/03/2021	62d	
12	Deliverable K		New	24/01/2021	11/04/2021	78d	
13	Updating Tasks on Wrike	Sandeep Sinha	New	11/01/2021	30/04/2021	110d	
14	Meeting Minutes	Karen Hakko	In Progress	11/01/2021	30/04/2021	110d	
15	To-do lists	Elsa Lange	New	11/01/2021	30/04/2021	80d	
16	> Submission		New		18/01/2021		
21	Wrike		New	11/01/2021	18/01/2021	6d	
22	Microsoft Excel		New	11/01/2021	18/01/2021	6d	
23	> Microsoft Word	Karen Hakko	In Progress	11/01/2021	12/01/2021	2d	
+	Add task						

Get started in just  
5 minutes

Show spaces

Total: 26 tasks

Add users