

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 # A

Team # 17

Team Members:

- 1) Bailey Watson, 7761424
- 2) Ethan Mumford, 300233682
- 3) Yang Peng, 300257350
- 4) Aditya Mukhopadhyay, 300250553
- 5)

Team Procedures

1. Day, time, and place for regular **team meetings**:
Wednesdays, 13:00 to 14:00, Discord Group Video chat
Sunday 14:00 to 15:00, Discord Group Video chat
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:
Discord for group text and for meetings. Email to share documents.
3. **Decision-making policy** (by consensus? by majority vote?):
Majority Vote, team members must be present in meeting to 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?):
Make a plan for the week and create agenda for Wednesday meeting during Sunday afternoon meeting. Bailey can share screen and create agenda. Agenda will be distributed as PDF document emailed to team, also in text format via Discord chat. All team members will play a role in keeping the group focused.
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?):
Bailey can take notes and distribute meeting minutes via email. Files containing minutes will be kept in Shared OneDrive Folder associated with uOttawa email addresses.

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.):
High quality work is expected from all team members. Each document that will be submitted must be peer reviewed by all group members. Feedback is expected. If any member of the group has concerns with quality, it is their responsibility to relay that to the author. All group members are expected to contribute to presentations.
2. **Strategies** to fulfill these standards:
Each document for submission must be peer reviewed by each member of the group. Presentations must be practiced before hand and critiqued by all group members.

Team Participation

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

Distribution of tasks to be agreed upon by all members. Moving forward, any team member with an issue regarding task distribution should bring it up at the weekly meetings. Tasks can be tracked using meeting minutes.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
Ending each Agenda item with a "Roundtable" where each team member is given the opportunity to voice concerns/questions/ideas.
3. Strategies for keeping on task (task maintenance):
Team members are responsible for keeping each other focused and on task.
If the discussion goes off on a tangent, other team members should stop the conversation.
4. Preferences for leadership (informal, formal, individual, shared):
Formal shared leadership style, democratic approach to decision making.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
Attendance and punctuality mandatory, participation encouraged.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Each team member is responsible for fulfilling their assigned roles in the predetermined timeframe.

3. Expected level of communication with other team members:

All team members are expected to be present at the team meetings and are encouraged to participate in active discussion. Roundtable will give all team members the opportunity to speak on each agenda item.

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

Voting on decisions is mandatory, completion of assigned tasks is mandatory. If any team members cannot complete their assigned task or attend the meeting, communication with the team and delegation of the task is mandatory.

Consequences for Failing to Follow Procedures and Fulfill Expectations


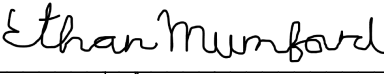


1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

The infraction should be discussed at the team meeting immediately following the infraction. The team should try to find a solution to the problem in order to avoid it happening again.

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

After a second (repeat) infraction is committed by a single team member, TA and PM will be contacted. After a third (repeat) infraction is committed by a single team member, the Professor will be contacted.

- 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) Bailey Watson, 7761424  date 2021/09/22
- 2) Ethan Mumford, 300233682  date 2021/09/22
- 3) Yang Peng, 300257350  date 2021/09/22
- 4) Aditya Mukhopadhyay, 300250553  date 2021/09/22
- 5) _____ date _____

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