

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 # C Team # 12 Team Members: 5

- 1) Joshua Larocque (300239349)
- 2) Nikita Neyshtadt (300242857)
- 3) Sara Barbosa (300229949)
- 4) Jaber Raja Chowdhury (300237902)
- 5) Kathyryne Truong (300257377)

Team Procedures

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

Team meetings will be held from 7:30 PM, every Thursday on Discord (in person starting February 03 at STEM.)

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 will be using Discord to hold virtual meetings and to quickly communicate with other team members (e.g. reminders.) Outlook will also be used for formal communications.

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

By majority vote to ensure everyone is happy with the decisions being made.

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?):

Nikita Neyshtadt will set the agenda before meetings via discord chat with feedback and ideas from group members. Nikita Neyshtadt will also record progress using Wrike.

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?):

Kathryne Truong will record minutes using jot notes to be transferred to Wrike. All agendas and minutes will also be kept in the communal Google Drive folder for all team members to freely access.

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.):

Everyone contributes during presentations. The message of the presentation should be clear, everything should be done on time or earlier to allow for revision, everyone completes their role as specified and agreed upon by team standards.

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

- All join at the same time and work together
- Share ideas
- Set SMART goals
- Set reasonable time limits. If the goal is not achieved in the time frame, seek help.

Team Participation

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

Each team member will be given a task based on preference of the individual, and all team members will set a time for each task. All tasks will be due three days before the due date for group sharing and completion.

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

Team members will share all ideas into brainstorming documents. This includes all ideas, even if the idea does not pan out in the end. Self-reflection will occur as the project goes on.

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

- Ensuring each team member has completed their task
- Setting individual deadlines a few (3) days before the actual deadline
- Allowing sufficient time for each task
- Maintaining & updating a checklist

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

- Shared leadership using informal communications.

Personal Accountability

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

All members are expected to attend all meetings unless they notify other team members of their absence in advance. All team members should have access to a microphone and contribute to meetings.

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

Expected to make deadlines and submit work cumulatively, on time.

3. Expected level of communication with other team members:

High, expected to attend weekly team meetings and communicate with others if stuck on a portion of the assignment. Communication should also occur ahead of deadlines if problems occur or if a team member cannot make it to a meeting.

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

All members must contribute and input their thoughts during decision making before voting for the end decision.

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:

Everyone is responsible for their own tasks. If someone is late in completing their task, we will help the person get back on track but it is expected that you do not wait until the last second to ask for help.

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

Continued reminders and encouragement to complete the work assigned by each team member. If this does not work, the issue will be reported to a TA/professor. Then, a poor peer assessment at the end of the term.

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.*

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|--------------------------------|-------------|------|----------|
| 1) <i>Joshua Larocque</i> | (300239349) | date | 01/13/22 |
| 2) <i>Nikita Neyshadt</i> | (300242857) | date | 01/13/22 |
| 3) Sara Barbosa | (300229949) | date | 01/13/22 |
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