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 # F **Team # F3**

Team Members:

1) Yusra
2) Gurshaan
3) Ahmad
4) Sendwe
5) Lauren

Team Procedures

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

Meetings will take place on Fridays at 6:30 pm, alternating between in person meetings (on campus in a pre-booked study room) and virtual meetings (Microsoft Teams link).

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Microsoft Teams chat for general discussion, questions etc. Microsoft Teams F3 channel for important links and deliverable information.

Instagram will be used as means to remind project members of meetings or for immediate contact with group members. Also, if a member will not attend, they can notify the group.

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

Ideally consensus would be achieved or four people would agree. If not, majority vote will be taken after a discussion.

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?):

Project manager for the week will set agenda and follow the agenda with reminders to stay on track. Microsoft Teams will send reminder emails. There will also be a minutes document for each meeting updated during the meeting which can be reviewed afterwards.

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?):

Project manager and quality controller will take notes on meetings in one centralized document which includes agendas. We can record meetings with consent of all participants.

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.

There will be some flexibility and group members can pitch in to help if unsure of best way to fulfill duties.

Member Role Rotation Matrix in a Project Team of 5 members														
			Semester Week											
Name	**Role**	**Responsibilities**	**W1**	**W2**	**W3**	**W4**	**W5**	**W6**	**W7**	**W8**	**W9**	**10**	**11**	**12**
Yusra	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Gurshaan	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Sendwe	Project Manager (P)	Plan, organize, communicate, and track	P	R	Q	D	E	P	R	Q	D	E	P	R

		project tasks, deadlines, and milestones.												
Ahmad	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Lauren	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

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.?):

- Expect at least 1 page of content per week per person.
- Do your best and feel free to ask for a proofreader.

- Designer:
    - ○ Improve the product in terms of visual aspects and usability.
    - ○ Check other designs to assess what details to add or remove.

- Engineer:

  - Bookmark different prototypes used to test erosion at least 3
  - Communicate with the Designer to see if ideas are relevant (what could be used for our prototype).

- Project Manager:
  - Contact every member of the group to check in.
  - Submit deliverables.
  - Delegate to others if someone cannot complete their task.

- Report Writer & Marketer:
  - Meet word/page count in deliverable directives.
  - Working towards final presentation (1+ additional slides per week).

- Quality Controller:
  - Keep tabs on documents and status of prototypes.
  - Read over those documents and ensure grammatical accuracy.

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

- 2-3 hours of work outside class time.
- Attend weekly meetings to recognize weekly tasks.
- Communicate with members to notify of progress, setbacks, and for any assistance required.
- Track the to-dos and tasks on Trello

Team Participation

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

- See question 6 for assigned roles of members.
- Discuss with group members during weekly meetings.

- Set up and use a Trello board to keep track of “TO DO’s”(assign tasks to self).
- Be empathetic and understanding with each group member.

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

- Make sure documents are shared (members may utilize typing instead of speaking).
- Project manager communes with all members privately to talk about the project and check their progress.

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

- Pomodoro.
    - A technique to work on a project for great lengths of time. Usually down as 30-minute periods where 25 minutes are aimed towards working the task, then taking a 5 minute break, then another 25 minutes at the task, and so on.

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

- Everyone has their assigned tasks for the week.
- Project manager should lead the meetings as well as engage in discussion.
- Everyone should prep for the meeting.
- No micromanaging.

Personal Accountability

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

- Attend all meetings (if early, meeting starts and ends early). If you can't attend let us know in chat and beforehand (preferably a few hours prior to the meeting).

- Read over agenda afterwards.
- Reach out with questions.

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

- Flexibility with 1 or 2 deliverables.
- Inform the team so the work can be assigned to someone with an applicable skill set.
- Do not break commitments or forget about them.

3. Expected level of communication with other team members:

- Reach out a few hours before meetings with reminders either through Instagram or MS Teams.
- Any questions, use the internet first and if help is required, then ask the team (i.e. do not overwhelm the team).
- Communicate with project manager about any progress, ideas, or any setbacks regularly. Do not leave it to the last minute to inform the project manager of a problem with meeting deadlines.

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

   We expect everyone to be committed to the project and any disagreement on decisions should be stated when they arise. Once in writing and confirmed by all members, assume the directive should be followed ("case closed").

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:

We will use the “3 Strikes” rule. If a group member breaks their commitments or won’t participate, they will be given a “Reminder”. After 3 “Reminders”, they have to do up to 20 push ups in front of the rest of the group in the next meeting (SERIOUSLY).

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

Speak to our TA about the situation and have them speak with the individual. If it continues schedule a meeting with the professor.

****

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) Ahmad Muslat date: January 21st, 2024

2) Sendwe Mutantabowa date: January 21st, 2024

3) Gurshaan Grewal date: January 21st, 2024

4) Yusra Hasib date: January 21st, 2024

5) Lauren Olszaniecki date: January 21st, 2024

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