<u>**Team Contract Instructions**</u>

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 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 #<u>C02</u>   **Team # <u>8</u>**

Team Members:

1) Shehryar A. Memon

2) Logan Jones

3) Oluwatamilore Ilupeju

4) Saheel Mohammed

5)

Team Procedures

1. Day, time, and place for regular **team meetings**:
    Every Wednesday, 8pm, Zoom/Discord. We will meet in-person if the COVID
    situation allows it.

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:
    Zoom/Discord or Email

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

    Consensus.

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?):

    Oluwatamilore (Tami) will set each agenda during every meeting and send out 1
    reminder regarding what is expected, 2 days before the meeting using discord. Saheel
    will be responsible for the following of the agendas during every meeting.

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?):

    Logan will keep track of all the minutes regarding the agendas, on a shared document on
    google docs. Shehryar will note down any shortcomings for any week on the same document
    and will have control over task priority.

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.?):

   Each member will lay out the details of whatever they have done for the week in each meeting, new tasks will be distributed at the end of the meetings. Each participant is expected to have at least 10 minutes of content to speak on, weekly. High level of participation is expected along with a semi-formal level of quality of team presentations and research work. Collaborative writing is expected to be top-notch.

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

   Follow the Wrike agenda, distribution of tasks on a weekly basis, attendance of the meetings at the assigned time, notifications of due dates and assignment of weekly tasks. All members are expected to play their due part.

Team Participation

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

   Clear and engaging communication in weekly meetings and one person i.e., Shehryar will lead the discussion using Tami's agendas.

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

   Giving everyone a platform to voice their opinion and ask each member a new idea regarding course work every week. In-person meetings will involve fun activities such as video games during breaks to keep the environment light.

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

   Saheel gives out reminders on a weekly basis for the completion of each assigned task by checking out Tami's assigned agendas.

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

   Shared leadership between all members, until one person is chosen to be an informal leader by consensus.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
   Allowed to skip 1 meeting for any formal reason (midterms, outstanding assignments etc) and leeway of 15 minutes given for weekly meetings. A strike system is in place if a member skips a meeting.

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

   Tasks cannot be skipped. Tasks can be exchanged if a team member having trouble with the assigned task. Deadlines are non-negotiable. Each member is responsible for the following of all individual assignments. Exchanges are only accepted if the due date is at least a week away from the date of exchange/assignment.

3. Expected level of communication with other team members:
2 hours per day, 6 times a week. Sundays are off.

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

100% commitment required from all parties to attend every team meeting and complete every assigned task.

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:

Confront the team-member as a group.

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

Let the TA know and file a formal complaint to the Professor.

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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)   Oluwatamilore Ilupeju   date 01-19-2022

2)   Saheel Mohammed   date 01-19-2022

3)   Shehryar A. Memon   date 01-19-2022

4)   Logan Jones   date 01-19-2022

5)   date

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