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 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 # _____

Team # D1 - Hydroponics

Team Members:

1) Joseph Francis

2) Gabriel Goad

3) Weeda Wardak

4) Lucas Piazza

5) Alana Leung

Team Procedures

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

   Fridays at 10am

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:

   Facebook messenger.

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

   Decisions will be made by consensus; everyone must agree on a decision in order

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?):

   We will use the Trello software. We can also set up a schedule of deliverables for ourselves on a Drive. Gabe will be responsible for the agenda following the team meetings.

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?):

   Meeting minutes can be tracked on Google Docs in our Engineering Design folder. Weeda will take meeting minutes for each meeting

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 will collaborate on team presentations. Individual research is subject to peer review. Each team member is allowed and encouraged to ask for feedback on the work and/or research that they have done, and other team members should be prepared to read over the work, and inform their teammate on its strong points and points of improvement.

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

Stay very organized. Time management. Work can be posted on a Google doc so everyone can see what has been done and what needs to be done? All team members will have access to the work/research that has been done by way of Google doc to ensure that everyone has the information to know what has been completed and what needs to be completed. Consistent communication over Facebook messenger and scheduled weekly meetings will ensure that the group knows where each point of the project is at.

Team Participation

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

Dividing tasks equally by meeting in person and discussing. One person can have the role of assigning tasks and ensuring that members are satisfied with the work they have to do that week. Work can be assigned on a week to week basis until it is clear that tasks will require over a week to complete.

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

   All group members must attend all group meetings meetings

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

   To keep on task, each group member can be given a role to fulfill. Each role can be broken up into smaller sub tasks that are more manageable, ensuring task completion.

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

   Individual leadership. One leader responsible for communicating with other groups.

   With the modular design with other teams, the role of communication with other teams could potentially be a standalone leadership role

Personal Accountability

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

   Try to attend all meetings on time always. If not able to attend a meeting, can read the meeting minutes

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

   Each group member is completely responsible for their own work.

3. Expected level of communication with other team members:

If communication is needed, use the messenger groupchat.

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

Full commitment

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:

Infractions can be discussed as a group with the violator, whom will have a chance to explain their actions.
The team can discuss how reasonable the members actions were based on their circumstances.

2. Describe what your team will do **if the infractions continue**:
Consequences can be applied on a three strike basis. If the contract is breached for a third time, consequences may come in the form of increased responsibility with research or product construction

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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) ___PLEASE SEE NEXT PAGE FOR SIGNATURES_____date_____

2) _____date_____

3) _____date_____

4) _____date_____

5) _____date_____

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