

TEAM CONTRACT

GNG2101, Section # **A02 - Group 1**

Team Members:

- 1) **Nina Blaney**
- 2) **Gautam Mehta**
- 3) **Isaac Winsor**
- 4) **Oluwatamilore Ilupeju**
- 5) **Shehryar Ali Memon**

Team Procedures

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

Main meetings occur after labs; Wednesdays from 11:25 - 1:00 pm. Additional meetings will be online via discord on Sundays at noon to finalize things.

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

Discord and emails.

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

Group consensus and a majority vote if a unanimous decision can't be 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?):

Virtual meetings will be set on discord using the “event” function, created by Nina (the discord chat ‘owner’), which will remind members about the meeting. This will be created weekly after the labs.

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?):

A collaborative document will be made per meeting where everyone can see the notes, but the lead note taker is Tami.

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.):

Best quality with the given situation. For example, if it is the midterm season and a person does not present the best work, it is fine and someone will help adjust it. Preparations will be made in advance for situations like the example.

2. Strategies to fulfill these standards:

During Sunday meetings; will be our quality control meeting, to polish things up before submission. Communication also. It is expected that if help is needed, the person will use the discord to ask for help.

Team Participation

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

Collaboration and consensus are based on what people are assigned.

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

Being open to ideas, however, also being open to criticisms (justified and constructive), about different things (ie. ideas, plans, etc.)

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

At first, trust will be used, but if someone has shown that they cannot be trusted, then measures will be taken to make sure that they are one task. (ie. messaging through discord, emails, etc)

4. leadership preferences (informal, formal, individual, shared):

Informal/shared leadership, everyone is on equal footing, no one person has significantly more experience than the other.

Personal Accountability

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

Show up or give a valid reason for not showing up to a meeting/participating. Keep the team up to date on general well-being.

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

Follow through with what the person said they were going to do. If something comes up (justified and valid), or help is needed, inform the team immediately. Expected that people do not wait until the last minute to get tasks done to avoid 'sloppy' work.

3. Expected level of communication with other team members:

Keep everyone up to date on tasks, but also reply promptly to messages on the discord, or through email. If in a class, just reply in between/after

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

Always committed, no matter what decisions are made. The level of commitment to the project should not change, even if the person does not necessarily agree with the decision. Everyone has an equal part in making decisions.

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:

For a first offence, a gentle verbal reminder/warning

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

For a second offence, a 'last chance warning' will be given, then finally, for a third offence, it will be brought up with the Project Manager, TA, and 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) **Nina Blaney** date **September 14, 2022**

2) **Isaac Winsor** date **Sep. 14, 2022**

3) **Gautam Mehta** date **Sep. 14, 2022**

4) **Oluwatamilore Ilupeju** date **Sep.14, 2022**

5) **Shehryar Ali Memon** date **Sep. 14, 2022**