

TEAM CONTRACT

GNG2101, Section # Z01, Team Z13

Team Members:

Project: Secure Cup Holder

- 1) Justin Saikali
- 2) François-Nasr Kharrat
- 3) Jessica Young Spice
- 4) Nusaibah Rashid
- 5) Jieying Yang

Team Procedures

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

An in-person meeting at the STEM building on campus will occur every Monday at 1 p.m.
An online call on the team discord channel will occur every Wednesday at 2 p.m.
If more meetings are needed throughout the term, all team members are to coordinate to find suitable times for everyone.

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:

The team's Discord server will host the weekly online calls as well as host the text channels where the team can communicate quick messages about the project. Face-to-face communication is also a method to be used during the meetings on Monday and during class time.

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

All decisions about the project are to be made by consensus to ensure everyone's voice is heard and to arrive at decisions that satisfy the entire team.

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?):

All team members will contribute to setting up the agenda at the beginning of one of the weekly meetings. Reminders and notifications will be sent out through the Discord team

server and write. All team members will contribute to the creation and adherence of a meeting plan. The meeting plan will be followed by ensuring that all team members keep track of the meetings progress and ‘ticking off’ the scheduled meeting items.

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?):

All team members will contribute to a shared online meeting document with the purpose of record keeping. The minutes will be disseminated at every meeting and the documents will be kept in a shared google drive folder.

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.):

All team members are expected to put in their maximum effort to achieve the best quality work possible for our team for all deliverables, the final product, and all aspects of the project.

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

All team members must attend all meetings and be punctual.

All team members must work together to plan deadlines.

All team members must contribute evenly to all deliverables.

All team members are required to ask for help if they are having trouble with tasks, and all team members must be willing to help to accomplish tasks.

Team Participation

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

At every meeting, tasks will be distributed evenly based on the team members’ strengths, weaknesses, preferences, and experience. If a task cannot be evenly split and/or requires input from multiple members, team members must collaborate professionally and responsibly to ensure quality teamwork is submitted.

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

During brainstorming sessions, all ideas will be considered and written down to ensure each team member’s ideas are heard.

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

During each meeting, time will be allocated to check up on all team members' work to ensure the team is keeping to its tasks and following deadlines. If tasks are behind schedule and/or being done at a lesser quality, the team must allocate more time during the week to work on tasks individually and/or collectively.

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

Shared leadership is the preferred leadership method.

Personal Accountability

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

All team members are expected to attend all meetings on time and contribute to the best of their ability.

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

All team members are expected to complete their tasks with a high level of quality while adhering to the deadlines. If the help of other team members is needed, this must be clearly communicated to the team to ensure timely resolution.

3. Expected level of communication with other team members:

All team members are expected to communicate clearly and honestly, through the team's Discord server and in person. The Discord server must be checked multiple times per day to ensure no message or notification is left unread.

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

All team members are expected to contribute to team decisions and tasks at a high enough level to achieve the team's desired grade/goal.

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 the first infractions, the team is to discuss and apply possible solutions during a team meeting to ensure infractions do not happen again.

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

If many infractions occur without the infracting team member making an effort to resolve it, the rest of the team will approach the professor with the problem which will be dealt with according to the professor's policy.

- 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) *Justin Saikali* Date: May 6th, 2023
- 2) *Jessica Young Spice* Date: May 6th, 2023
- 3) *Francois-Nasr Kharrat* Date: May 6th, 2023
- 4) *Nusaibah Rashid* Date: May 6th, 2023
- 5) *Jieying Yang* Date: May 13th, 2023