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.

GNG1103, Section # E03   **Team # 10**

Team Members:

1) Manning Whitby, 300118220

2) Jennifer Campbell 300359940

3) Reese Jenkins 300393859

4) Fahad Husain 300361090

5) Catherine Satoh 300351169

Team Procedures

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

 Lab classes and virtual (Microsoft teams), when needed.
Regular meetings: Tuesdays, 8 pm, STEM building.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

 E-mail and WhatsApp outside of class and meetings to notify members of the group announcements, updates, reminders, and problems or face-to-face during class or regular meetings.

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

Decisions will be talked through and collaborative. We will compromise to get everyone's input involved. A vote will be taken if we cannot compromise.

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?):

 Set agenda during team meetings, the project manager and whole group will contribute to each agenda. Members will be notified by team manager about the agenda via email or WhatsApp.

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?):

   OneDrive (e.g., logs, archived resources, plans), Trello (plans broken-down) will keep the agendas and minutes. The minutes will be disseminated to every group member evening to make sure everyone's ideas are heard. Project Manager will be responsible for recording and disseminating minutes.

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.

Designer - Reese
Engineer - Fahad
Project Manager - Manning
Quality Controller - Catherine
Report writer - Jennifer

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 must contribute as much effort as possible towards the project. Everyone must dedicate a reasonable amount of time to ensure the project gets completed at a high level.

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

Team Presentations:
- Have a clear structure
- Everyone participates equally
- Practice Presentations thoroughly

Collaborative Engineering Design and Writing:
- Concise writing
- Peer reviews all work
- Create multiple drafts
- Establish deadlines and responsibilities

Individual Research and Application:
- Discuss individual research during team meetings
- The research will be found through credible sources like peer-revied journals.

Preparation of Drafts and Peer Reviews:
- Each team member will review all writing and drafts
- Each member will give and receive constructive criticism.

Team Participation

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

 Creating in-depth outlines of each assignment to ensure everyone achieves and completes equal tasks.

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

- Everyone gets time to talk and share their ideas.
- The group members not sharing their ideas should have an open mind and be respectful to everyone by not talking until after the group member is done sharing their idea unless it is an open discussion
- All group members will be polite to each other.

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

The group will set timed tasks to stay on task. Individual goals will be set each week during team meetings.

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

Leadership will be shared amongst group members.

<u>Personal Accountability</u>

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

Everyone is expected to attend, participate, and be on time for all meetings, lectures, and labs unless there are external circumstances.

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

All responsibilities are expected to be fulfilled. If a group member cannot fulfil a responsibility, they must communicate their issues early.

3. Expected level of communication with other team members:

A high level of communication is expected. This includes communication of project ideas and issues as well as reasons to not complete required tasks due to outside circumstances.

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

When meeting as a group, all group members should give their attention and priority to the project and group members. All group members need to accomplish their assigned tasks before the group meetings, if tasks are not accomplished and the group member has a valid reason not to then they will make it their priority during the meeting to get it done. All group members will have a voice during decision-making and abide by the decision, even if it is not what they envisioned.

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:

An email will be sent to the offender of infractions outlining the issues the group is facing.

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

If the infractions continue, the group will confront the individual in person and it they persist the group will alert a TA.

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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) _J. Campbell_____ date 2024-01-19

2) _R. Jinkso_____ date 2024-01-19

3) _Manning Whitby_____ date 2024-01-19

4) _____ date 2024-01-19

5) _____ date 2024-01-19

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