

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 as 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 # B01

Team # 1

Team Members:

- 1) Kymani Watson
- 2) Kate Ah Chuen
- 3) Belle Onusko
- 4) Evanna Ayed
- 5) _____

Team Procedures

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

We will meet during the class time that is allocated for the project during our weekly Wednesday and Friday Zoom GNG lectures. As well, we will meet every Sunday on Zoom, starting from Sunday September 26th 2021, from 1:00pm to 2:00pm, to check in on the progress of the project and plan for the upcoming week.

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:

We will communicate with each other via our Discord group chat and through our uOttawa email accounts. Urgent concerns will be communicated through Instagram Direct Message.

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

All team members have agreed that the final decisions regarding the project will be chosen by consensus. We acknowledge that a divergence of opinions is bound to arise when working in groups, however, all members are willing to make compromises for the benefit of our project.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?):

Kate has been designated as the team member who will be in charge of managing the project's agenda. It will be her responsibility to make sure that all team members are aware of the upcoming due dates and to continuously update the agenda with changes. As well, before every meeting, she will compile a short 'to-do' list on a shared team Google Docs of the points she believes should be brought up during that meeting. She will text the Instagram group chat upon completing the meeting plan, instructing them to check the Google Docs and team members are invited to add their own comments on points they think should be discussed. Kymani will be in charge of making sure that team members stay on track during meetings by continuously referring to the planned discussion points in the agenda and bringing back conversations that have gone on tangents.

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?):

During the meeting, Belle will be keeping brief notes on the points that were brought up in case a team member couldn't join the meeting or if a member wants to reference a comment that was mentioned in a past meeting. Those notes will be added to the same Docs as the agenda; Kate and Belle will make sure that the Docs is organized as it will be referenced by all team members when organizing their personal schedule.

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 give their full effort when working on this project. We expect that everyone completes their assigned individual tasks by the set due date because a delay on a part of the project impacts the progress of the entire project. Drafts will be done by the person who is the most comfortable with that task to optimize its success. However, team members who aren't as comfortable in certain aspects of the project shouldn't limit themselves from offering ideas that could help the teammate who is working on that part. All team members expect honesty and constructive criticism from fellow members when peer reviewing to ensure that we are all submitting high quality pieces.

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

In order to fulfill these standards, we will constantly remind ourselves of our end goal which isn't just a good mark but also the development of design process skills and the pride of creating a prototype that can save lives. Furthermore, we will hold each other accountable by checking in on our teammates and encouraging each other if we see one of us struggling.

Team Participation

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

We will encourage cooperation by creating a friendly and respectful group dynamic where everyone is comfortable sharing their thoughts and ideas. To ensure the fair distribution of work, every member will be assigned clear tasks at the end of each meeting to ensure that the workload is being divided equally and so that everyone can feel proud knowing that they are contributing to the project.

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

To facilitate an encouraging and inclusive group dynamic, we will ensure that the project discussions include every member. Everyone has access to the main Google Docs that contains our agenda and the meeting notes. We will also create a friendly group dynamic where all team members will feel comfortable sharing their ideas without fear, judgement or ridicule. We will acknowledge that everyone has excellent ideas but we cannot include all of them. Thus, we will try our best to take the highlights of everyone's ideas, and combine them together to create a refined concept.

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

We will set goals for when certain tasks should be complete or how far along we should be at certain dates to serve as motivation to stay on track. This will cause a sense of urgency to stay focused on what we are doing. We will organize these goals and dates in the agenda and make sure to reference that agenda often. As well, we will check in with each other's progress consistently during Zoom team meetings and on our Discord to hold one another accountable.

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

We will have shared leadership. Every team member has different strengths and we will take advantage of that by assigning everyone the lead on tasks in their area of expertise.

Personal Accountability

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

If someone cannot attend a meeting, they are expected to let us know ahead of time via our group chat. When present at meetings, everyone is expected to participate, collaborate and give their undivided attention.

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

If someone is assigned a task, they are expected to finish it by the discussed due date. If they are unable to complete it on time, they must alert the team as early as possible, so that others can help or so that a solution can be found.

3. Expected level of communication with other team members:

It is expected that everyone will be active in our team chat and attend most team meetings.

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

When someone agrees to take on a task, it is expected that they devote the appropriate effort to this, and finish it by the set due date.

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 will be handled by discussing the issue with the person who did not fulfill the expectations at a group meeting. We are all students so we understand that time management can be tricky however we are all giving our best so we expect the same from our teammates.

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

If someone's infractions become consistent, we will have no other choice but to involve the professor to figure out the next steps.

- 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) Kymani Watson date Sep 23, 2021
- 2) Karl Anthony date Sep 23, 2021
- 3) Bello date Sep 23, 2021
- 4) Evanna Ayed date Sep 23, 2021
- 5) _____ date _____

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