

TEAM CONTRACT

GNG1103, Section # F01

Team # 5

Team Members:

- 1) Johnathan Rivington (300164793)
- 2) Krishna Patel (300171101)
- 3) Thomas Baycroft (300157691)
- 4) Lucy McKenzie (300120299)
- 5) Amenah Waheed (300018138)

TEAM PROCEDURES

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

Team meetings will take place on Zoom, twice weekly, on Saturdays at 10:00 am for 1 hour, and on Sundays at 9:30 am for 1 hour. The meeting time for Sunday is flexible, as long as all team members are given one day prior notice. Amenah is in charge of sending Zoom links for all meetings. She will do so in the Facebook Messenger group chat.

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:

Team members will communicate meetings, announcements, updates, reminders, and issues via Facebook Messenger (on a group chat), along with email as needed.

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

Decisions will be made through consensus, after each member has provided their stance on the matters at hand.

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?):

The team has made a shared google drive, where all documents (including the meeting log and agenda) regarding the project will be stored. At the end of each meeting, all team members will review and discuss the agenda/next steps for the following meeting. Krishna will update the meeting log; other teammates will add to the log if needed. Team members will be notified of meetings and any changes made to the agenda through Facebook Messenger and Wrike. It is the responsibility of the author of these changes to notify the team in advance of the weekly meetings, using the aforementioned platforms.

Each team meeting will rotate an unofficial team 'leader' who will take charge of the meeting, and help ensure that the agenda is followed. Goals will be set and achieved every meeting, by following the 'next steps' discussed in the previous meeting. Additional goals will be set by members that need assistance and wish to further discuss. Lastly, the team will continue to stay on track during the meetings by crossing off goals in the agenda to mark progress, and team

member(s) will set interval timers to serve as a reminder of the time remaining and to stay focused on the meeting.

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 keep note of the topics of discussion in the meetings. Krishna will keep meeting minutes and update the meeting log at the end of each meeting. Other members will add any missed relevant information. The meeting log and agenda will be accessible to all members as it will be kept on the shared google drive.

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 to put their best effort in all assigned tasks. All tasks are expected to be followed through to completion. Presentations, collaborative writing tasks, individual research, etc. will be prepared, detailed, and properly cited before the deadline, and will be peer reviewed by all members during the team meetings. Constructive feedback and comments will be provided by all members to improve the quality of work.

2. Strategies to fulfill these standards:

The aforementioned standards will be met by personal accountability. For example, attendance and respectful active participation in team meetings is mandatory and will be noted. Open communication with all team members through the Facebook Messenger group chat will be a key priority; all members will inform others of task completion, challenges, or need of assistance (by Wednesday before the deadline). Team members will expect a high quality of work, but will be mindful of others' circumstances. The team will remind each other that the end goal of this project is to gain new experiences and to learn. Flexibility in task completion is allowed if team members have been informed beforehand and if there are extenuating circumstances. All team members will provide a summary of weekly tasks completed in the team meetings for accountability purposes. Lastly, the team will peer review all work before submission to provide constructive comments and enhance the quality of work.

Team Participation

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

The team leader of the meeting will assign weekly tasks to all members after consensual discussion. Lines of communication will remain open, so all members can discuss the work load and any challenges that may arise. Members will be reminded that they are not solely responsible for larger tasks, and if needed, the team can assist one another with their tasks. However, every member is expected to try their best to complete their tasks to prevent over-working anyone. These strategies will create a supportive yet accountable environment for team members, thereby ensuring cooperation and harmony in the team.

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

All members are expected to be open-minded, communicative, respectful and non-judgemental. All members will be mindful, kind and inclusive when choosing their words and tone of voice. Team members will provide clarification to those who need it. Everyone will keep in mind that there are various points of view when approaching a subject, and that differing views are not necessarily 'wrong'. If conflicts arise, they will swiftly be de-escalated and handled by all team members in the resolution process. At the end of each meeting, each member will reflect on any negative experiences that may have arisen during the meeting, and will aim to improve their approach for the next meeting. All members will aim to end the meetings on a positive note, by saying a positive comment or motivational team phrase.

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

The team will go through a checklist of tasks by referring to the meeting agenda. Each goal will be crossed off to mark progress. If a goal is too large, it will be broken into smaller, more manageable 'micro-goals' to ensure productivity. If there are too many goals, members will discuss and prioritize tasks. Members of the team will keep interval timers on their phones to help keep the team on track and aware of the time. As the team completes tasks, they will update Wrike.

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

Leadership will be shared between all members. Each team meeting will rotate a new team leader, allowing each member to polish their leadership skills.

Personal Accountability

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

All members are expected to attend and fully participate in all meetings. All members should be punctual to the meetings.

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

Each team member is expected to be fully responsible for the level of detail and timely completion of their share of the work. In extenuating circumstances or if a member runs into issues in terms of timely completion, they will communicate and ask others for help, by the Wednesday before the deadline. If a team member feels they are falling behind on a timeline, they will inform other group members, but will still try his/her hardest to complete the task.

3. Expected level of communication with other team members:

There will be respectful, transparent and open communication between all team members on the Facebook group chat. All team members will be informed of the assignment and completion of tasks, along with issues faced (if any). If there is conflict, all team members will be informed and will reach a consensual resolution. These strategies will help avoid misunderstandings and increase the efficiency of the team.

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

All team members are expected to be fully committed to team decisions and tasks. It is understood that everyone has other course work to complete and deadlines may be occasionally tight, however each member should still be committed to the tasks they accepted.

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 held as per the following steps:

Step 1: The member(s) will receive up to 3 reminders on Facebook to correct the infraction. For example, reminders may be sent for completion of the required tasks.

Step 2: The issue will be discussed in the team meetings.

Step 3: The TA/PM will be consulted if there are further issues.



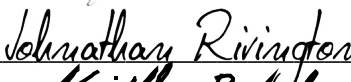

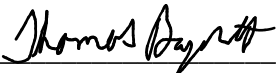
2. Describe what your team will do if the infractions continue:

If the infractions continue/escalate and are not resolved by the aforementioned three steps, then the Professor will be included in the discussion.

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) Amenah Waheed		date 24/1/2021
2) Lucy McKenzie		date 24/1/2021
3) Johnathan Rivington		date 24/1/2021
4) Krishna Patel		date 24/1/2021
5) Thomas Baycroft		date 24/1/2021