

TEAM CONTRACT

GNG2101, Section # A02

Team Members:

- 1) Anastasia Tyutyunnik
- 2) Adriana DeSylva
- 3) Sean Vedachellam
- 4) Sunwoo Choi

Suggested Projects:

1st choice: Inclusive Bike

<h2>Team Procedures</h2>

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

Virtual for deliverables, in-person for building of the project / practicing presentations

In-person meetings at STEM after Wednesday AM Lab (11:20AM) to discuss project and tasks

Virtual meetings every Sunday at 10:00AM on Discord to discuss the deliverable due

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:

Discord group and in-person

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

The decision making policy will be done by consensus

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?):

Team members will be notified of meetings on discord. Note Taker of the week will also set the agenda, at least 24hrs before the meeting. The Note Taker will be responsible for keeping the team on track.

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?):

The note taker for the meetings will change weekly. There will be a Google Docs folder, where we will create a doc for the notes of each meeting.

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.):

In terms of written deliverables: the sections will be divided as equally as possible (in terms of how much needs to be written), and the quality of your work should be assessed by everyone. If a team member has an issue with the quality, they should communicate it at least the day before, and the author of the work is responsible for updating it. Once everyone has completed their portions, an editor should go through the work to check for formatting, spelling, etc.

For team presentations, unless requested by the professor, the strongest and most confident speakers should be the one to present. For the content of the presentation itself, it should be divided equally.

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

Plan in the weekly meetings who needs to do what, and specify any details of what needs to be completed for that task. Any group member is able to review your work and comment on the quality; and every group member should review everyone's work before the Sunday meeting

Team Participation

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

Have meetings where everyone will have their own time to speak about any comments, questions and concerns.

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

Everyone must have their own individual time to speak during the meetings, and they must propose their idea, and/or opinion about a proposed idea.

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

Have someone leading the discussion, and making the agenda.

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

Informal and shared

Personal Accountability

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

Show up to every meeting on time, and if you cannot, notify team members on Discord at least the day before. Guide participation through asking everyone's opinion.

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

Finish your portion of the deliverable before the Sunday 10AM meeting. If you are struggling to complete, ask team members for help, and they can decide based on their availability if they may assist you, but must ask before the deadline.

3. Expected level of communication with other team members:

Communicate adequately, such as when tasks are done, when you are struggling, etc.

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

Fully commit to the team decisions, don't agree to do something you know you can't, don't agree to doing it.

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:

If someone is not participating adequately in the project / deliverables one week, they must make up for it by taking on more work the next week. Otherwise, the other group members will approach the TA to talk about it.

If someone does not complete their part of the weekly deliverable, their name will be taken off of that week's deliverable, and talk to the TA about them being assigned a mark of 0%.

In the agenda, it will be outlined who needs to do what, and this can be shown to the TAs as proof.

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

Talk to the TA about it.

- 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.*

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| 1) Anastasia Tyutyunnik | date Sep 14, 2022 |
| 2) Adriana DeSylva | date Sep 14, 2022 |
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* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc