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.

TEAM CONTRACT

GNG1103, Section # AO4   **Team #** 15

Team Members:

1) Andrea Roman

2) Angela Wahba

3) Amy Woods

4) Ahmed Alainachi

5) Sophie Kim

6) Arjun Jatania

Team Procedures

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

   Wednesday after 1, site-stem

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:

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

   Majority vote

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?):

   Amy volunteered to organize the agenda. We all created a shared groupchat where notifications regarding reminders will be sent.

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?):

Notes will be taken digitally (on ipad notability) and will be uploaded to a google drive.

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.

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.?):

100% effort communication is key ☺

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

Communication, empathy, teamwork, consistency

Team Participation

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

communication, honesty and fairness within the group.

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

Participation from all group members is important we will create a comfortable enviroment with respect, optimism and empathy.

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

Showing up weekly to have check ins, accountability

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

informal, shared

Personal Accountability

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

Neccesary, unless informed within good time.

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

High level is expected

3. Expected level of communication with other team members:

Moderate yet adequate

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

100%

Consequences for Failing to Follow Procedures and Fulfill Expectations
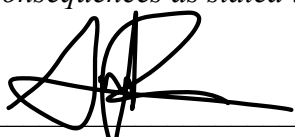
1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:
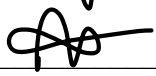
Polite intervention, with team communication

2. Describe what your team will do **if the infractions continue**:
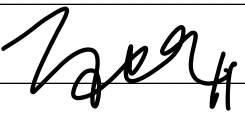
discuss issues with assigned ta.

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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) _____ date 21/09/23

2) _____ date 21/09/23

3) _____ date 21/09/23

4) _____ date 21/09/23

5) _____ date 21/09/23

6) _____ 21/09/23

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