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 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 # <u>F03</u> Team # <u>F.32</u> Team Members:

Aura Yan
1) _____

Leah Webber
2) _____

Jasen Lee
3) _____

4) _____

5) _____

Team Procedures

1. Day, time, and place for regular **team meetings**:
   Sundays, 1pm, virtual MS teams

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:
   WhatsApp to communicate, MS Teams for team meetings.

3. **Decision-making policy** (by consensus? by majority vote?):
   Consensus for smaller decisions, majority vote for important decisions.

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?):
   All members take equal responsibility for keeping track of agendas. Wrike will be the
   main platform to keep track of tasks. We will regularly check the agenda during
   meetings and send reminders in the WhatsApp group chat.

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?):
   Record keeper is Leah Webber. Notes will be typed in a doc shared in our 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.?):
   Prototype must be functional (code works), meets clients requirements, meets budget, accomplish
   deliverables 1 day before due date, good research to learn about Unity, reasonable writing quality,
   proper source citing, and honest peer reviews.

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

Set reminders on calendar, weekly meetings and clear communication, tracking the Wrike account, checking WhatsApp, and watch for notifications on Brightspace and WhatsApp.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   Divvy up tasks on Wrike and assign names, mix between first pick and assignment based on who's more qualified for the given task.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
   Constant check of WhatsApp group for inspiration. Write down everyone's ideas then discuss which one is best.

3. Strategies for keeping on task (task maintenance):
   Checking the Wrike board, attending meetings to discuss best methods and ideas to approach.

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

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings: Everyone is expected to attend all scheduled team meetings unless notifies ahead of time if they can't make it. Explain what you've done between the previous meeting and current meeting. Ensure you have what's necessary to complete the task you're responsible for. Ask questions and express appropriate opinions freely.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   Complete assigned tasks in a timely manner, unless notifies the group at least one day in advance if the task cannot be completed on time.
3. Expected level of communication with other team members:
   Notify the group one day in advance if the task cannot be completed on time. Active checking of WhatsApp group chat to address any urgent matters arise. Update Wrike (set tasks as completed, in progress, etc)

4. Expected level of commitment to team decisions and tasks:
   Must show up to all team presentations, client meetings, deliverables and team meetings. Contribution level is whatever feels comfortable for each member, more ideas the better, opinions on all decisions are welcome.

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:
   First offense: warning (meet with the individual to discuss their infraction)
   Multiple offenses: Meet to discuss what is wrong (PM and TA may be notified
   based on severity)
   Too many offenses: Talk with PM/TA to discuss the possibility of their name taken off the
   project

2. Describe what your team will do **if the infractions continue**:
   Too many offenses: name taken off the project

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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_____1/19/2022_____

2)

_____date_____1/19/2022_____

3)

_____date_____1/19/2022_____

Wrike Link:

https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=0TH4oeV6l3zFYq3KFZcSVkmOLQ6ixzrL%7CIE2DSNZVHA2DELSTGIYA