
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 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 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

GNG2101, Section # C32

Team Members:

1) Bowen Zeng

3) Jerry Wang

2) Colin Jiang

4) Lucas Hunter Pitre

<h3>Team Procedures</h3>

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

- **Every 20:00 to 21:30 (GMT-5), there will be a formal meeting every Saturday to discuss the overall progress direction and assign work. This is a must for each team member.**
- **If there is a need for every 20:00 to 21:30 (GMT-5), an ad hoc meeting will be held every Wednesday to discuss temporary problems and work that needs to be expedited. This meeting is not a mandatory meeting.**

2. Preferred method of **communication** (e.g., e-mail, cell phones, 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**

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

- **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?):

- **Bowen and Jerry will set meeting agendas before each task on the discord text channel. They will also make a to-do list before each agenda and keep the team on the track during 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?):

- **The minutes will be recorded and written by the team at the end of the meetings and updated in Google Document.**

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.):

We will do our best to complete the task to complete the customer's requirements.

- Team presentations: Have powerpoint slides prepared that are uncluttered and informative. Be well prepared and understand major talking points of the presentation.
- Collaborative writing: Precise, rigorous and easy to understand.
- Individual research: Provide perspectives to the team through the individual research of each team member, so that the team has a more novel perspective.
- Preparation of drafts: Illustrate the path of the project, reduce wasted work.
- Peer reviews: We can check each other's projects, and if we make any mistakes, we must tell them. Peer reviews should be thorough and completed by multiple members to avoid missing any errors.
- Prototypes: Prototypes are to have at least one new/improved part of the project completed to the point that the best way to improve it is to test it.

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

- We need to supervise each other so that we can learn from each other. All work done on the project will be peer reviewed by multiple other members; if there are any major concerns or issues brought up during the peer review process, they will be discussed by the group to determine the best course of action. Ensure that every main idea is determined by the group.

Team Participation

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

- The team will discuss together before each stage and assign the tasks based on the skills of each person.

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2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - The ideas of each member are very important; encourage others to participate, don't be discouraged or ignore any ideas. At the same time, it is necessary to complete the task based on the thought feedback from customers, team members, professors, etc.
 3. Strategies for keeping on tasks (task maintenance):
 - In each meeting, the progress of each task needs to be followed up, and all members will concentrate on processing the task before the deadline.
 4. Preferences for leadership (informal, formal, individual, shared):
 - Informal leadership shared between the team members.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - In general, all team members need to participate in each meeting. If someone cannot attend, they need to tell the group, and we will reschedule.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Do your best to complete your work, and if you need help, you can communicate with the group in advance. Avoid rushing tasks inefficiently on the last day.
 - At meetings everyone will discuss: what we are working on, what we have done since the last meeting and what we plan to do before the next meeting. This is to make sure everything is being completed at an acceptable rate.
3. Expected level of communication with other team members:
 - Each team member needs to attend the meeting on time and participate in the discussion. At each meeting everyone is expected to discuss: what they are working on, what they have done since the last meeting and what they plan to do before the next meeting.
 - Team members are free to communicate and share ideas with each other at any time.
4. Expected level of commitment to team decisions and tasks:
 - Keep the commitment to the task, make the customer satisfied, and do the project perfectly.

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 a group member has violated the rules, the other group members need to warn them and correct the mistake in time. At the same time, if you need team help, you can inform other team members in time.

2. Describe what your team will do **if the infractions continue**:
 - First, we need to stop the violations in time, and the whole team should make corrections together. Offender must express apologies to the group and customers. In extreme cases, the group will reach out to the professor/project manager to discuss appropriate penalties.

- 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 _____
- 2) _____ date _____
- 3) _____ date _____
- 4) _____ date _____

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