# 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 # 3 Team # 14**

**Team Members:**

1. Wissal Assi - 300146551

1. Chiemelie Osigwe - 300325153
2. Milo Murillo - 300381208

1. Xiyu Bo - 300188288

1. Jacob Nolan - 300337194

# Team Procedures

* Day, time, and place for regular **team meetings**:
* Friday at 5:30, STEM/CBY/Morrisset

* 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:
* Instagram, MS teams, e-mail

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

* 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?):
* Calendar (Outlook and Google depending on preference)
* Wissal Assi will be responsible for the teams following.
* Weekly meeting

* 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?):
* Cycles every week.
* Verbal communication
* Will be recorded on Word and shared immediately.
* 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.

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| **Member Role Rotation Matrix in a Project Team of 5 members** | | | | | | | | | | | | | | |
|  | | | Semester Week | | | | | | | | | | | |
| **Name** | **Role** | **Responsibilities** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W10** | **W11** | **W12** |
| Milo | Designer (D) | Define visual aspects, interface, appearance, and usability criteria of the product. | D | E | P | R | Q | D | E | P | R | Q | D | E |
| Xiyu | Engineer (E) | Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes. | E | P | R | Q | D | E | P | R | Q | D | E | P |
| Wissal | Project Manager (P) | Plan, organize, communicate, and track project tasks, deadlines, and milestones. | P | R | Q | D | E | P | R | Q | D | E | P | R |
| Jacob | Report writer & Marketer (R) | Write project deliverables, identify clients/users, promote, and sell ideas and product. | R | Q | D | E | P | R | Q | D | E | P | R | Q |
| Chiemelie | Quality Controller (Q) | Proofread project deliverables, identify/define quality standards, check prototype and test quality. | Q | D | E | P | R | Q | D | E | P | R | Q | D |

# 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.?):

* A realistic level of quality for project standards depends on the specific expectations and goals of the project, but it should prioritize clarity, accuracy, and effective communication in team presentations collaborative writing, individual research, preparation of drafts, peer reviews, etc.

1. **Strategies** to fulfill these standards:
   * Effective communication
   * Regular progress updates
   * Peer feedback
   * Setting clear guidelines

## Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   * Distribute tasks according to the overall task or each stage to ensure that everyone’s work reasonable and fair.
   * Establish priorities, allocate important work to as many teams as possible, and prioritize key tasks.
   * Understand the skills of each team member and establish effective communication so that teammates can put forward their opinions and make suitable adjustments on time.

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

* Encouraged involvement in group conversation through direct questions.
* One on one conversations outside of group setting
* Digital brainstorming, to allow all members to add simultaneously.

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

* Allocate tasks reasonably.
* Communicate clearly and frequently to ensure that every member knows the tasks they should complete.
* Ensure that every team member is present during each meeting because it is important for subsequent work planning and information exchange.

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

* Informal Leadership

## Personal Accountability

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

* Everyone should attend the meeting, the meeting only occurs once a week, so this meeting is important for the distribution of tasks and the exchange of various information.
* If someone is unable to attend due to some reasons, then we can tell him the main content of the meeting on the team’s communication platform or email.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   * For the timetable of team tasks, marking the number of tasks that should be completed each week.
   * Complete all tasks half a day before the deadline, then we can have sufficient time to correct and improve the details of the tasks.

1. Expected level of communication with other team members:

* Establish an effective software platform to ensure that communication can be fast and immediate.
* Any questions can be analyzed, and solutions can be formulated in the discussion group immediately.
* Set up weekly meeting time, and work up the general task structure, task goals and assignments of each team member at the meeting.

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

* Every decision of the team depends on the consensus of all team members.
* Task expectations will be completed in strict compliance with the requirements for decision-making and task release. For each task node, it will be ensured that the task completion at the current node reaches the standard.

# 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:

* It would be best to bring up any infraction in our Teams group chat as soon as it is noticed, so that everyone can be made aware of it and the person responsible can be given a chance to clarify to everyone. It is important to have these conversations out in the open to better avoid misunderstandings that might harm the group. It is also important to not assume malice, as we are all human and fallible, as such infractions are inevitable.

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

* We will discuss and decide by consensus whether the offender has committed too many infractions with consideration to if they are justifiable and if they harm the team’s workflow. If this is true, we will then organize a plan to stop the offender from committing the infraction if they actively disrupt the team, such as removing their permissions relating to the infraction. Alternatively, if they are simply avoiding work, they should be reminded of the infraction’s effect on the team and should be told to perform their tasks with added sternness if appropriate. Finally, if the offender has committed the infractions because they have forgotten their tasks, they should simply be given help to organize their tasks and be given additional reminders if possible. The ideal solution should avoid demoralizing the offender, rather encouraging them to do better as this would be unethical and would also demoralize the team. These solutions are generalized and should be adapted to the specific context, as everyone is different, and every situation is different.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1. Wissal Assi date 2023-09-24

1. Milo Murillo date 2023-09-24

1. Xiyu Bo date 2023-09-24
2. Jacob Nolan date 2023-09-24

1. Chiemelie Osigwe date 2023-09-24

\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team**\_**Contract**.doc