

TEAM CONTRACT - GNG1103

Section # D

Team # D1 - construction 1

Team Members:

- 1) Marcus Bessette (300135951)
- 2) Cai Tianchen(300127732)
- 3) Ethan Bowering (0300116537)
- 4) Jack Redmond (300115877)
- 5) Karl Castagna_(300002047)
- 6) Tanish Swarnan (300120872)

Team Procedures

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

Meetings will occur on Wednesdays at 6pm in the stem building.

2. Preferred method of communication (e.g. email, 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, announcements, updates, reminders, problems:

Our preferred method of communication will be through texts in group chats and using google docs to share information among the group.

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

Decisions will be made by majority vote in order to ensure equality.

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?):

Agendas will be kept by each team member during meetings so that there are no excuses for missed deadlines. Similarly, agendas will be filled during meetings to ensure that all components of the project are accounted for and divided. As a result, each team member is responsible for their own work.

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?):

Recording minutes will not be necessary because the majority of the project will be completed as a group.

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.?):

The quality of work should reflect a reasonable amount of time worked relative to a specific duty. With this in mind some tasks will take longer than others. So in general, the standards should remain quite high relative to the task.

2. Strategies to fulfill these standards:

In order to maintain these standards, there will always be some form of peer review and assessment to ensure that the quality is sufficient. Similarly each task will have a minimum of 1 hour of work spent on the duty.

Team Participation

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

In order to ensure cooperation and equal distribution of tasks, our meetings will consist of polls to determine what each person wishes to do in the project. After, the group will be divided into sections that match certain individuals desired job. However if there are too many people who wish to do the same job, there will be a draw and whoever does not win will get to choose their desired job next week.

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

In order to encourage more ideas from each team member we will be asked to develop ideas at home and present them at each meeting. Similarly, we will attempt to make a comfortable environment for everyone through friendly conversation and comradery.

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

To keep on task, we will follow the deadlines set on trello and two days before each deadline we will check in on everyone's work and ensure that it is up to date with everyone else's.

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

Our leadership strategy will be shared among the group but it will be relatively informal to account for the comfortable environment we are trying to develop.

Personal Accountability

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

Everyone is expected to attend each meeting and arrive before its start time. Participation is always encouraged among group work.

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

The responsibilities placed on each member of the group will be relatively individual and deadlines are definite in order to remain on schedule with the other groups.

3. Expected level of communication with other team members:

Communication is essential to the completion of this project. All team members should make an effort to communicate things like the status of their tasks, questions they have about any thing in this project, and their availability.

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

In terms of commitment to team decisions, since they will be based on a majority vote, we will make it mandatory for each team member to give their insight and choose one of the options. Tasks are expected to be completed to the best of the individuals capabilities as well as being almost completed a few days before the deadline as to ensure they are not rushing/procrastinating.

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:

The individual will be informed of their infraction by the entirety of the group during one of the team meetings. The group will discuss with him not only the problem that he is causing but as well as what he needs to do or change so the infraction is no longer an issue.

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

If infractions are to continue after the person was informed multiple times of his error then the other group members will make individual notes of how that person is affecting the project.

These notes will then be gathered together and brought to the attention of either a TA or the professor himself.

- 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) *lessette* date 01/18/20
- 2) *Steve Cai* date 01/18/20
- 3) *SR* date 01/18/20
- 4) *Terish Swarran* date 01/22/20
- 5) *Wesley Castagna* date 01/23/20
- 6) *William Bonserding* date 01/23/20