

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 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

GNG1103, Section # C00 Team # 8 Team Members:

- 1) Chanelle Menard
- 2) Elisha Khandaker
- 3) Jonathan Aguilera
- 4) Rachelle Choi
- 5) Sorosh Benvidi

Team Procedures

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

The image displays five sequential screenshots of a calendar application, likely Microsoft Outlook, showing a weekly meeting schedule. Each screenshot represents a different day of the week, with the meeting details for that day highlighted in green. The meetings alternate between Tuesdays and Fridays. The details include the day, time, and location (5th floor CRX).

Times:

Alternating weekly from:

- Tuesday after 4:00 PM
- Friday after 5:30 PM

Location:

- 5th floor CRX

The person responsible for curating the meeting agenda for that week is held responsible for booking a study room for the group to use.

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:

- Informal discussion - via Instagram
- Formal discussion - Microsoft Teams

Informal discussion includes quick messages that need to be sent at a moment's notice between group members. Instagram will be used as the platform of choice for this form of communication as it is accessible, provides many features such as the ability to share photos, gain input from polls, and receive immediate feedback. For more formal discussions such as deliberating over a document, design, or plan, Microsoft Teams will be used. The benefits of this platform include the ability to send large files and the ability to have virtual meetings with everyone in the group involved.

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

The decision-making policy that has been decided on includes consensus. As a group, it is important that important decisions are agreed upon by all members. This may involve deliberating over the decision and negotiating changes as necessary. The way in which this consensus will be taken is via a majority-rule, minority-right approach. Considering the odd-number of group members, the majority of group members decide the basis of the decision while the minority have their needs catered to as a result of the decision being not in their favor. This consensus will most likely be taken by simply asking group members for their opinions and tallying votes. More formal decisions may be made through anonymous polls curated on Microsoft Teams.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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 made on a weekly basis by the person who is assigned to host the meeting that week. When the Wrike schedule is formally curated, every member will be assigned a week that they are responsible for. The person responsible for curating the weekly Wrike deliverables will be in charge of setting meeting agendas for each meeting. Members will be notified via a calendar reminder sent to them for the weekly meetings. During a team meeting, it is essential that the person organizing the meeting comes prepared with a list of objectives that they would like the team to complete. This document of objectives will be shared with all group members prior to the meeting so they know what to expect. In this document, time blocks will be created in order to ensure that no time is wasted during the meeting. The host of the meeting will also take meeting minutes to ensure that each objective is being met. The person responsible for the meeting will use the blocked out time chart in order to keep time as well. Overall, our group intends to follow a weekly schedule which allows the host of the meeting to prepare and ask for input from other group members for topics to discuss, and objectives to complete.

Tentative Meeting Schedule:

Tuesday 4:00, January 31st	Friday 5:30, February 3rd	Tuesday 4:00, February 7th	Friday 5:30 PM, February 17th	Tuesday 4:00, February 21st
Rachelle	Sorosh	Chanelle	Elisha	Jonathan

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?):

Meeting minutes will be kept by the person in charge of hosting the meeting and curating the agenda for that specific meeting. They have the agenda and will therefore be responsible for

ensuring that everything on the schedule is covered. The meeting minutes will cover all objectives that are intended to be fulfilled within that meeting. The meeting minutes may include questions that the person responsible for the meeting intends to ask the group, topic of discussion, or any relevant topics that come to mind. Minutes will be sent to group members after the meeting so they are available to be viewed by members who were in attendance. This will allow the other members to review their assigned responsibilities and tasks for the upcoming week. All agendas and minutes will be available to group members through a shared 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.):

- Team presentations are cohesive, clear, and succinct.
 - All members contribute equally - whether in the form of designing the presentation, researching presentation topics, or delivering the presentation.
- Collaborative writing is well formulated and structured.
 - Parts of the written document will be assigned to specific group members. They are responsible for the completion of their part.
 - Thorough research is conducted, citations are produced for credibility.
 - Editing between members is encouraged to ensure the writing is cohesive.
- Preparation of drafts is completed in a timely manner regardless of the quality of work.
 - Drafts are to be deliberated by all members.
- Peer reviews are completed honestly and provide constructive feedback.

As a group, we have decided that it is essential that all group members take this project seriously while understanding that circumstances may result in plans not carrying out the way that they were planned. As a result, our group has agreed to be understanding of other members' circumstances and adjust our plans accordingly, making use of contingency plans. Work produced by members must be thorough, well formulated, and structured.

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

- All members have their ideas heard and meaningfully considered.
- A schedule is organized and maintained throughout the draft process to ensure progress is being made.
- Peer feedback is given consistently to ensure cohesiveness throughout tasks.

In order to ensure that work standards are met, peer editing will be a weekly practice that takes place at the team's weekly debriefs. Tasks that were assigned the week prior will be

followed-up with by the new meeting leader to check on progress. If necessitated, the work will be put under deliberation by the entire group for additional feedback. This feedback should be constructive, concise, and helpful to the member receiving it. Another strategy is to ensure that the curated schedule allocated enough time for all members to complete quality work. This will be done by creating the schedule as a whole, and taking into account setbacks that may need to be considered as the result of a specific member's requirements.

Team Participation

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

- Every person is given explicit access to the Wrike calendar and receives reminders of when their part is due.
- Each members' strengths are recognized and given tasks that suit these strengths.
- All members participate in discussions regarding significant decisions regarding the final product.

Wrike will be extensively used throughout the process to ensure that all members are aware of what task is allocated to them, how much time they need to complete it, and the importance of the task at hand. Wrike is an essential tool as it allows notifications to be sent to members as a reminder of their task. In order to ensure cooperation and equal distribution, the strength of each member will be recognized and certain tasks may be assigned to them as a result of this skill. This will result in an equal distribution of tasks as members will feel more inclined to participate and get their task done if they feel confident in their abilities.

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

- Members participate in a sequence of sharing their ideas, followed by feedback from other members, and coming to conclusions as a collective on the ideas.
- Members are aware of their contributions and self-regulate when they may have spoken over another member.
- Members who are less likely to participate are given time to share their ideas and other members constructively build on their ideas in a positive environment.

All team members should conduct themselves in a way that is mindful to other group members. Members should be aware of when they have contributed to the conversation, and who has not participated yet. People who tend to participate more often in the discussion can be gently reminded to allow others to share their ideas, while those who do not tend to share their ideas may be allowed to start the meeting by firstly stating their idea, and having other members build on this idea. This way, all members are able to meaningfully contribute to the creation of the product.

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

- The member responsible for the weekly team meeting at that time is responsible for ensuring that the group stays on task and meets outlined criteria specified by the agenda they created.

Keeping on task is the responsibility of the member assigned to the task. In order to ensure full visibility on progress, updates may be asked at certain times should a member be given a particularly important task. This way, the member feels more inclined to reach out for help if they need it, and the task is more likely to get finished within a timely fashion. Digital platforms such as Wrike will be used to send informal reminders to teammates. Additionally, informal communication can be made over social media platforms such as Instagram to ask for quick feedback to ensure that the task is being completed correctly based on the criteria that was agreed on by the group.

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

- Informal shared leadership among the group. Everyone has equal authority in decision making.

As a group, we have decided that it is important for all members to experience leadership. Considering that no one in the group has a significant amount of more experience than anyone else, we have decided to adopt informal leadership in which everyone possesses equal authority to one another. This allows every member in the group to feel encouraged to participate and feel as though they are making a difference, rather than feeling powerless to the opinions of one group member. Overall, we plan on adopting an informal and shared leadership style for this project.

Personal Accountability

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

- All team members are expected to attend, participate in, and prepare for meetings that they are responsible for.
- All members must arrive on time, however, they may leave early given other commitments.

Personal accountability is an essential attribute to have in this project. Members recognize the importance of punctuality and attendance at all team meetings. In order to ensure that every team member attends every team meeting on time, reminders by the person organizing the meeting that week will be sent out a day prior. Members will also be reminded via the

digital planning platform, Wrike. It has been agreed that members will be allowed to leave the meeting early should they have fulfilled their assigned task, understand their new task, and have nothing more to contribute. As students, we understand that our schedules may not be compatible all the time and that extenuating circumstances may interject our plans to have continuous weekly meetings.

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

- All team members take it upon themselves to finish quality work on time for deadlines precisely as the timeline outlines.
- Every member must be extremely responsible given their part of a task.

An extremely high level of responsibility is to be felt by all group members. Considering our agreed-upon style of management, which is shared leadership, all members should feel as though they are leading a group. All members should feel obligated to not only complete their own tasks, but help other members in order to meet their own deadlines by offering support in whatever way possible. Deadlines are essential and must not be missed. In the instance that this happens, the group should work cohesively in order to get back on track by organizing additional meetings to work on the task that caused the delay. Overall, a very high sense of responsibility is needed for every group member.

3. Expected level of communication with other team members:

- Team members must be active in group chats, regardless of whether the platform is formal or informal.

All members must be actively communicating with one another throughout the time that the project is being curated. Regardless of whether the means of this communication are formal or informal, all members must be receptive to questions that group members may have. Since it is not realistic to expect a reply immediately after a message is sent, group members should allocate upwards of a day in order for the person they are messaging to respond. This prompts the person asking the question to reach out earlier, and for the person receiving the message to be active on the chat in order to effectively give advice.

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

Considering that our chosen style of management is collective, the expected level of commitment to team decisions and tasks is significant for every group member. All members are expected to fulfill their tasks and participate in group decisions. Input from every group member is needed explicitly when making significant decisions. The level of commitment from every team member

must be very high in order for the decision to have the best possible outcome for the group.

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:

- Initial infractions of the team contract are to be met with light repercussions considering that the infraction was not intentional.
- Gentle reminders from the group following an infraction of any obligation will be made.

Infractions made by team members to this contract are not always intentional, and this is understood by the group. Resultantly, the group has decided that it is appropriate to assign warnings for small infractions and infractions that could not be controlled. Understanding for certain situations is important among group members to maintain harmony, and this will be done through allowing group members to feel that they are not pressured to live up to group expectations when they are faced with conditions out of their control.

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

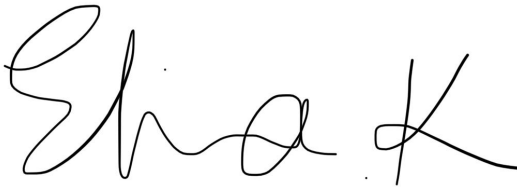
- Repeated infractions of the contract will be met with attempts to resolve the reason behind the infractions. Examples of such attempts are:
 - Understanding the member's situation and potentially changing meeting times to better fit with the member's schedule.
 - Adjusting allocated tasks to better suit the member's skill set.
 - Communicating with them to figure out if they need support.
- If these attempts are not successful in resolving the issue, the professor will be contacted for advice on further action for the situation.

Repeated infractions indicate a more pressing issue than exceptional extenuating circumstances. In order to effectively evaluate why a member would repeatedly infract upon the contract, it is within the group's best interest to talk to the member personally and figure out why they are not meeting the group's expectations for them. This may be for a number of reasons including not being comfortable with the meeting schedule, not being comfortable with assigned tasks, or dealing with pressure. It is the group's commitment to support one another and this will be the main approach when a group member continues to infract on the contract. If this continues after attempts have been made to reach out to the group member, then the professor will be contacted for advice on what action to take.

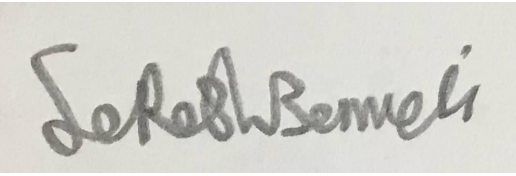
a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
b) *I understand that I am obligated to abide by these terms and conditions.* c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) 

date 01/26/2023

2) 

date 01/26/2023

3) 

date 01/26/2023

4) Rachum Chui

date 01/26/2023

5) J. A.

date 01/26/2023

* This template was adapted from [https://cns.utexas.edu/images/CNS/TIDES/teaching portal/Team_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching_portal/Team_Contract.doc)