**Guidelines for Writing Team Contract\***

To prepare you for the teamwork in the real world, you will work with a team for the Fall semester. Your team will work together to complete the project.

**Team Contract Assignment**

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 you should be, 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 project manager, TA or professor to resolve any conflicts so that you will have the most positive team experience possible.

**TEAM CONTRACT**

**GNG4120, Section # \_A00\_ Team # \_\_A5\_\_**

**Team Members:**

1) \_Kieran Moynihan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_Mihir Jakhi\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_Julian Marra\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_Leo Tan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Procedures** |

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

*We have reached a tentative agreement within our group to meet on Mondays, in CRX following our GNG2101 lecture for our weekly team meeting.*

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, brightspace discussion board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

*Our teams preferred method of communication will include email (for sending files, etc), facebook (to message within our group chat), and text message/phone call for when we need to reach each other immediately.*

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

*Because there are only 3 group members, we have agreed to make our decision-making policy by consensus. We would like every group member to be on the same page, and be all in when following through with an idea.*

1. 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?):

*For setting meeting agendas, we will utilize google calendar as well as group members will have to personally stay on top of their time management to ensure we don’t miss any important meetings. We have decided to give each other rolls within the group, so one of us will be chosen to set agendas and keep record of agendas. A member of the group will also be responsible for getting in contact with everyone in the group prior to a meeting to ensure that they will be in attendance or will not be with a valid excuse. Our group leader will be in charge of keeping our meetings on track and to ensure that we don’t get distracted.*

1. 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?):

*We will designate one of our group members to being the meeting “annotator”. This person will be in charge of taking down the minutes of our meetings, and will be typed on a google doc so everyone in the group will have instant access to what was discussed immediately following the meeting.*

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| **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.?):

*Our group standards are aimed very high. We would like each group member to have an equal amount of individual work, that will be done very precisely and accurately. We aim to prepare for group presentations and viewings of our product so that we can conduct the presentation in the best way possible. We will do our best to create a well-built product within our groups budget and will be informative and concise when writing our reports and deliverables.*

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

*Our strategies to fulfill these standards will be to keep close as a group, so that we are working as one and achieving our goals. Keeping in contact with each other to ensure everyone is doing their part and reviewing other members’ work will also be strategies to fulfill the standards we set out for ourselves.*

**Team Participation**

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

*We are going to utilize google docs and google calendar to administer tasks for each group member, as well as facebook to assign tasks. We will ensure cooperation and equal distribution of work by keeping in consistent contact with each other to make sure everyone is doing their part. We will also create a Gantt chart to divide tasks and hours.*

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

*As our group already discussed, each member has the right to speak up and share their ideas. But, if we see that one of us is hesitant to share on their own, then we will ask them if they have any ideas they would like to share with us. Someone is more likely to speak up if they’re addressed and asked about their thoughts.*

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

*Strategies for keeping on task will include group discipline. Watching out for each other and reminding members if they get off task. Task maintenance will also be a topic of discussion in our weekly group meetings.*

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

*We decided to keep the leadership of the group to be shared, rather than having one person be the leader. Reason being is because our group is relatively small (3 members), so it will be manageable if each one of us shares the leadership of the group.*

**Personal Accountability**

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

*I personally expect myself to be at every meeting I can be at unless I have a valid reason where I cannot make it. I think it is important to be present within your group to make sure I understand everything that is going on.*

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

*Last year in GNG1103 I was my groups leader, so I would like to give myself the level of responsibility as my group leader and to manage and organize team assignments, timelines and deadlines.*

1. Expected level of communication with other team members:

*I would expect myself to communicate with my group members whenever they get in contact with me if they need something, or to check up on their personal tasks. Communication would include weekly lectures and labs.*

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

*I’d like to take as much commitment to team decisions and tasks as every other group member, as I don’t think I am the best person for effective time management and task management.*

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

*We will bring it up at our weekly meetings and try and figure out why an infraction was made and if the member who made it has a valid excuse or not.*

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

*If a member consistently makes infractions and there is no longer anything we can do about it as a group, then a group member will get in touch with the professor or TA to explain the situation and hopefully get some help from them.*

Our Project Choices:

* Wheelchair skis
* Smart curtains
* Portable ramp
* Light flicker
* Smart cushion
* Accessibility email service

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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) \_Julian Marra\_\_\_\_\_\_\_\_date: September 15, 2018

2) \_Mihir Jakhi\_\_\_\_\_\_\_\_\_date: September 16, 2018

3) \_Leo Tan\_\_\_\_\_\_\_\_\_\_\_\_date: September 26, 2018

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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