

TEAM CONTRACT

GNG1103, Section # A04

Team # 14

Team Members:

- 1) Blake Tubby – Email: btubb048@uottawa.ca
- 2) Moyo Diya – Email: mdiya031@uottawa.ca
- 3) Isla O'Connor – Email: iocon092@uottawa.ca
- 4) Oore Oyentunji – Email: ooyet040@uottawa.ca
- 5) Parth Khese – Email: pkhe061@uottawa.ca

TA Contacts:

Team Procedures

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

Friday @ 5:30 every other week.
Thurs @ 2:30 every other week.
Wed @ 2:30 every week.

CRX study rooms or
other study rooms

2. 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:

Text:

Moyo Diya: 343 542-0253
Isla O'Connor: 250 878-8137
Blake Tubby: 343 549-9326

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

Majority vote

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?):

- set up shared google doc made from the shared idea drive, before each meeting.
- each meeting someone new created the agenda.

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?):

- put minutes in the idea drive and rotate who records these. Record each meeting.

~~6. 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.~~

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.?):

- quality of work should reflect the timeline given and be done to the best of your ability. (ask for help if you need help)

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

- time management (assigning personal deadlines)
- ask for help if needed.
- ~~the~~ 4st draft sent to other members of the team.

Team Participation

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

- use write for this
- weekly / frequent team meetings to discuss task

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

- google drive folder created to input ideas for all team members.

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

- meeting agendas and ensuring all topics in a meeting are covered before we leave.

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

- shared,
- each individual task, there will be a lead for.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 expected to be @ every team meeting, if you can't make it, communicate to the group well beforehand and give a valid justification
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - full level of responsibility for fulfilling your deadlines, if you need help, ask for help
 - when giving other people deadlines, give them a adequate amount of time
3. Expected level of communication with other team members:
~~write~~ communicate everything that is necessary, as well as input your productivity into write.
4. Expected level of commitment to team decisions and tasks:
 Follow the decided ~~or~~ decision unless you have a problem with it, then you should communicate.

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:

- talk it out and come up with a future plan if it happens again

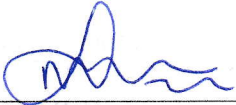
2. Describe what your team will do **if the infractions continue**:

- talk to a prof or TA if the specific problem continues.

- 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) Blake Rubin date 09/21/2023

2) [Signature] date 09/23/2023

- 3)  _____ date 23/09/2023
- 4) _____ date
- 5) _____ date

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