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 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 # C00 **Team #** C10

Team Members:

1) Riana Leveque
2) Amelie Simon
3) Amanda Lawrence
4) Hiba Abdelali
5) Danielle Courtney

Team Procedures

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

   Tuesdays from 4-5:30 in an available study room.

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:

   In design class, Face-to-Face and on whatsapp group chat.

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

   Consensus

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?):

   Amelie, before meeting time, sent over email.

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?):

   Hiba, minutes will be disseminated the day following the meeting over email.

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.?):
   - Punctual
   - Collaborative
2. **Strategies** to fulfill these standards:
   - Clear expectations and communication
   - Listening ears and empathy for group members

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
   - Delegate tasks and write down (write) corresponding schedule
2. Strategies for encouraging/including ideas from all team members (team maintenance):
   - Build the right environment
   - Brainstorm toghether at the beginning of all team meetings
3. Strategies for keeping on task (task maintenance):
   - Deadlines
   - Equal distrubution of tasks
4. Preferences for leadership (informal, formal, individual, shared):

   Shared

Personal Accountability

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

   all meetings — always — from everyone always
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

   Equal responsibility

3. Expected level of communication with other team members:

High

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

Rational

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: A breach in contract will result in the individual going on a Tims run before the next meeting for all other group members

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

Contact D. Knox

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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) R. Leveque date 24/01/2023
2) A Simon date 24/01/2023
3) A Lauena date 24/01/2023
4) Abdel date 24/01/2023
5) [illegible] date 24/01/2023

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