**TEAM CONTRACT**

GNG1103, Section # \_\_\_\_\_\_\_ Team # \_\_\_\_\_\_

Team Members:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Team Procedures**

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

\*Tuesday after labs (7pm-)\* - panic mode

 \*Mondays at 10am\* - normal scheduled meetings, 1 hr length (unless there’s an emergency)

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:

\*discord channel\* -> for voice and text communication

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

 Consensus, majority votes in cases of arguments or disagreement

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?):

 We’re going to decide the agendas as a group during our meetings (ppl will volunteer for tasks, if no one volunteers someone will be appointed based on their availability and skills). Reminders will be posted in the discord (and on wrike), and we’ll follow up with eachother every week. The meetings will be guided by a topic list we all agree on and will be worked through when we meet.

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?):

 Jake volunteered to write up meeting minutes and post them on a discord.

**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.?):

 Completed work will be shared on the discord and reviewed by *at least* one teammate a week, ideally all of us will look over all the work.

 2. Strategies to fulfill these standards:

 We’re going to appoint people at random to be “designated reviewer” for the week. Teammates will be notified of their selection via the discord channel.

Team Participation

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

 Honor-system, volunteer-driven task assignment. If two people want the same talk they rock-paper-scissors for it.

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

 Make an effort to ask for input from everyone, prompt people who are being quiet, etc..

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

 Having a set agendas for the meetings, having the meetings be scheduled, and

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

 Informal, communist-style collective direction. We’re all gonna get good Marx.

Personal Accountability

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

 You’re expected to show up to all the team meetings. If you cannot attend, you must let the team know in advance.

(Unless there is a valid cause, all team members are required to attend all team meetings and lab sessions. If a team member is unable to attend a team meeting or a lab session, they must notify the rest of the team as soon as possible. All team members should arrive on time or early to team meetings to allow time for everyone to set up before the meeting begins.)

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

 ‘’ work will be submitted for review by the team no later than wednesday mornings, before thursday submissions.

(All team members should try to complete any tasks assigned to them at least 24 hours before the deadline so that the rest of the team can review and revise them. Preferably Wednesday mornings )

3. Expected level of communication with other team members:

 Big communication energy. Pls tell us everything that has to do with the progress of the project.

(To ensure that the project stays on track, all team members should communicate with one another as often as possible during lab sessions and team meetings. Discord chats should be used If members of the team have doubts or want to show each other their task progress outside the meeting time. )

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

 Equal contribution, if you don’t speak up you’re not considered.

(All team members should be committed to team decisions, even if there is a difference in opinion.)

**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:

 Peer evaluations will reflect the team member’s contributions. Also, if you don’t do your work, Jake is gonna visit your house at night and break your knees.

( Infractions of the team contract shall be dealt with in accordance with their severity. A majority vote will be taken by all team members, except the person who committed the infraction. )

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

 If it gets really bad (if we begin to miss due dates or need to cram to finish something incomplete in time), I'm callin the prof and get ya kicked out.

(If the infractions continue, the group will contact the Professor or a TA.)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_