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 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 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

GNG2101, Section # 1.3

Team Members:

1) Deforge, Landon

2) Gong, Minjung

3) Hemstead, Jessica

4) Mohammad, Rasheeq

5) Wilson, Alexander

Suggested Projects:

1st choice: Hearing Aid Reminder

2nd choice: Wheelchair Backpack Transfer Device

3rd choice: Scheduling Good Habits

Team Procedures

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

   Team meeting will take place on wednesdays at 1300 on campus at CRX, if available, alternatively it will take place in another room based on availability or online through discord. Meeting will be booked at the end of the current meeting.

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:

   The preferred method of communication will be through discord. The alternative method will be via UOttawa email.

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

   The decision will be based on a unanimous decision after a discussion where practical. In the event a decision cannot be reached and time constraints make it impractical to discuss further then the decision will be made by majority vote.

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?):

   The main focus of the agenda will be based on the upcoming deliverable and any concerns that have been brought forward through the discord server. As this is a team effort, all members are responsible for keeping the meeting on point and to take the time to discuss relevant topics. If any member of the team sees the meeting deviating from the planned topics then they should speak up and bring the meeting back on topic. Jessica will ensure a meeting room is booked for the following week, by contacting the team.

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?):

   Landon will be expected to record the minutes as the meeting progresses. All material then references the meeting will be kept on a shared google drive so that all members have access to it.

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.?):

   All team documents will follow a consistent format and be university level quality. All research will be cited according to academic format. Drafts will be created using google drive so that all members have access and editing privileges. Documents will be peer reviewed by a minimum of 2 team members to ensure quality and standards are met.

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

Each member will review the documents before submission and spend at least 2 hours on ensuring all standards are met. Problems will be discussed within the team before contacting the TA and PM any questions and clarifications.

Team Participation

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

Ongoing tasks will be reviewed and new tasks will be distributed at the weekly meeting with all members taking on similar workloads. Each task will be assigned and displayed in the Gantt chart.

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

During weekly meetings every effort will be made to get input from each member before a decision is made. In addition, at the end of each meeting we will do a round table to make sure that anyone who feels they did get adequate input can voice their concerns.

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

Using the deliverables schedule as a guide as well as the gantt chart we will review the high priority tasks during the meetings. We will use the Agile methodology throughout the development process to prototype and update the project requirements throughout the duration of the project.

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

Group leadership will be shared, if it becomes necessary to appoint an official team leader then we will do so by majority vote during a team meeting.

Personal Accountability

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

It is expected that all members of the team will be at the Wednesday meeting on time as well as the laboratory's on friday. During the meetings each member of the team will make an effort to contribute to the decision making process. If attendance is not possible ensure communication with the team through Discord and accommodations may be provided, such as modification to task load or virtual meeting.

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

   It is that each member of the team will be responsible for their individual assigned tasks and it is not the responsibility of other members to monitor the progress of a task. For larger tasks members will provide updates on progress so that everyone on the team knows the status of various tasks. It is expected that all assignments will be completed 24h in advance of the formal deadline so that the team has time to review and make corrections or modifications when needed.

3. Expected level of communication with other team members:

   In addition to the regular weekly meeting it is expected that all the members of the team will keep up to date on the information posted in the discord.

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

   Everyone is expected to complete their parts with quality and by the deadline. If any changes to one's commitment, let the team be aware of it in discord.

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:

   Late or delayed tasks will not be considered part of the ongoing work load when new tasks are distributed. The impact of the infraction will be discussed at the weekly meeting and the team will make mention of it on the peer reviews if it becomes a habit.

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

   If the infractions become a regular occurrence that is impacting the work flow of the rest of the team then the PM or TA will be informed. Depending on the severity of the infractions the team may restructure with the result impacting the members grade.

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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) _____ date_____2023/09/13_____

2) _____ date_____2023/09/13_____

3) _____ date_____2023/09/13_____

4) _____ date_____2021/09/13_____

5) _____ date_____2021/09/13_____