

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 as 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 # C00

Team Members:

- | | |
|-----------------------|--------------------|
| 1) Victoria Jancowski | 3) Michael Hetu |
| 2) Chuanzhi Li | 4) Kaiyi Yuan |
| | 5) Abdul Alzubaidi |

Team Procedures

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

Monday 5:20 – 7, Sunday Morning 11- 2

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 and Microsoft Teams

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/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?):

All will have responsibility of keeping the meeting flowing and on track.

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?):

We will share files on teams to keep track of the meeting information.

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.):

Aiming for exceptional work. All team members will dedicate 3 hours a week, with exception of extra work.

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

All come to meetings, consistency and discipline in work.

Team Participation

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

Communication with team members, setting goals, all tasks must be clearly defined.

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

Communication, team votes, giving feedback.

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

Setting agendas, staying focused, keeping organized.

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

Shared leadership, informal.

Personal Accountability

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

Weekly attendance at set time, let team know if unavailable, team members should participate in all meetings and group discussions.

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

Team members must complete their work on time and will be held accountable.

3. Expected level of communication with other team members:

Check in once or twice a week, or as needed depending on workload.

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

Moderate level of commitment, enough to put out quality work in an acceptable amount of time.

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:

For a first infraction, discuss with the team member in a group setting. For a second infraction, the professor will be notified.

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

If infractions continue, group member will be removed, and professor will be notified. This will also be reflected in the individual and team assessments.

- 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.*

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|-----------------------|-----------------------|
| 1) Victoria Jancowski | date January 15, 2021 |
| 2) Chuanzhi Li | date January 15, 2021 |
| 3) Michael Hetu | date January 15, 2021 |
| 4) Kaiyi Yuan | date January 15, 2021 |
| 5) Abdul Alzubaidi | date January 18, 2021 |

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