Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, and role rotation system
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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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

GNG1103, Section # F00 **Team # 2**

Team Members:

1) Joseph Rechner st#300396390

2) Morgan Brown #300263049

3) Zhihang Yu #300358865

4) Nicholas Randing #300227034

5) Sydney Pachal #300313679

Team Procedures

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

   Thursday 2:30pm – 5:00pm at STEM 126

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:

   Discord

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?):

The agenda for each meeting will be discussed at the previous meeting and agreed upon by all members. Writing the agenda for the next week's meeting will be our last task. A card will be set

up in our Trello with a checklist of what is to be discussed at the meeting. Also, we have set up an alter bot on our Discord server that will notify group members regarding deadlines and the team schedule.

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?):

   Meeting minutes will be written during each meeting by Sydney. However, the agenda for the next week's meeting will be discussed at the end of each meeting and the tasks to be worked on ("homework") will be approved by everyone. All meeting minutes will be located on a shared OneNote via this link: MeetingMinutes/Agenda. Additionally, the agenda will be on our team Trello containing a checklist of the things to be discussed.

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.

Roles will be switched periodically.

Member Role Rotation Matrix in a Project Team of 5 members													
			Semester Week										
Name	**Role**	**Responsibilities**	**W1**	**W2**	**W3**	**W4**	**W5**	**W6**	**W7**	**W8**	**W9**	**W10**	**W11**	**W12**
Morgan	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Nicholas	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P

Sydney	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Joseph	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Zhihang	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

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.?):
   We have high expectations that as a team we will present and prepare professionally and responsibly for the entirety of the project.

2. **Strategies** to fulfill these standards:
   - Maintaining excellent communication with team members throughout the whole project.
   - Meeting team deadlines on time.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
- Clearly defined goals
- Once project outline is complete, we can collectively assign individual tasks and some group tasks.
- Using Trello reminders/notification as well as the discord alt bot to stay on track.
- Feedback/review of tasks

2. Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance):
- Using our meeting room's white board for brainstorming with diagrams, notes, designs, etc.
- Asking questions to engage teammates and to encourage feedback.
- At the beginning of each meeting, we will take turns discussing what we did over the week.

3. Strategies for keeping on task (task maintenance):
- Communication
- Discord alter bot for reminders
- Follow the team Agenda (to-do list) each meeting
- We are meeting in person, not online. Being physically present will aid in higher productivity, collaboration and team bonding.

4. Preferences for leadership (informal, formal, individual, shared): We will all share leadership so everyone can actively take responsibility and ownership for the project.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
- High: Everyone individually must attend each of the weekly meetings. If you can't attend, the member is expected to notify the other team members in a days advance.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: High
- Each task a member has agreed to be assigned to is responsible for completing that task.
- Each member is responsible for reviewing the meeting notes and to prepare for the meeting agenda.

3. Expected level of communication with other team members: High
- Any updates or questions will be asked through teams/discord for every member to see.
- Task updates will be brought up in weekly meetings.
- It is expected that everyone is involved in conversations and that everyone is welcoming to ideas.

4. Expected level of commitment to team decisions and tasks: High
- All members should remain committed to any decision agreed upon by the group, regardless of whether they disagree.
- Friendly debate is allowed however, majority rules in this democratic team.

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:
- Trying to fix as a group: discussion, staying open-minded, being empathetic.
2. Describe what your team will do **if the infractions continue**: The member will be expected to purchase coffees for the team at the next meeting. If it becomes unmanageable, meeting with PM (TA) will be considered.

****

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) Nicholas
2) Zhihang Yu
3) Joseph Redner
4) Morgan Young
5) Sydney Pachal

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