Guidelines for Writing Team Contract*

To prepare you for the teamwork in the real world, you will work with a team for the Fall semester. Your team will work together to complete the project.

Team Contract Assignment

Your team contract template is divided into three major sections:

1. Establishing team procedures
2. Identifying expectations
3. Specifying the consequences of 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 you should be, 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 project manager, TA or professor to resolve any conflicts so that you will have the most positive team experience possible.

TEAM CONTRACT

GNG2101, Section # Z   **Team # Z2**

Team Members:
1) Michel Stephan
2) Muriayika Belzor
3) Biao He
4) Luke Marshall
5) Aric Li

Project Choices
1st choice: Tactile Map
2nd choice: Steady Tools
3rd choice: Hand Grip

Team Procedures

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

    Friday afternoon, directly after our lab session, at 16h00 in STEM.

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, brightspace discussion board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

    We will use a group chat created with Facebook messenger for communication. In order to share our documents and work on them together, we will use the Google Drive cloud service.

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

    By consensus if there is time and if we are able to come to a decision. If we are short on time or unable to agree, we will proceed 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?):

    We will set agendas as a team. Agendas will be set up to an hour before team meetings. Members will be notified of team meetings via the Facebook group. An assigned team manager will be responsible for keeping track of the team's gradual progression and any updates on tasks. The team manager will also be responsible for making sure we follow the agenda. Time tracking will help us stay focused.

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?):

The team manager will also be in charge of this part. The daily and weekly agendas will be posted over on Messenger as well as in a Google Drive folder. The minutes will be reiterated, summarized and posted over on the Messenger Group.

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.?):
    Great quality work is expected of each individual. Written texts must include pertinent information, good grammar and have fluid structure. Presentations must be well prepared, well practiced and well delivered. Peer reviews should be honest and provide productive feedback.

2. **Strategies** to fulfill these standards:
    Use available tools to help with writing such as Antidote or Grammarly. Consult with teammates for peer review of text if necessary. As for presentations, preparation and practice are key.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
    The workload will be split equally between the team members according to each member's skill set, level of experience, enthusiasm, and willingness to learn. Every team member's opinion regarding the distribution of the tasks will also be taken into consideration.

2. Strategies for encouraging/including ideas from all team members (team maintenance):
    The plan is to create a positive and fun environment where everyone will be encouraged to speak up and share their ideas while others will listen respectfully while noting important parts and giving constructive feedback.

3. Strategies for keeping on task (task maintenance):
    We will create a schedule as a team and individual schedules based on our own assigned tasks. The team manager will have the responsibility of doing a daily or bi-weekly follow up on the progression of tasks. There should be a penalty of some sort when a member does not stay up to date with their schedule for invalid reasons.

4. Preferences for leadership (informal, formal, individual, shared):
    Shared leadership creates a more positive atmosphere and contributes to the energy of solidarity and maintenance in a team.

<u>**Personal Accountability**</u>

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

    Members are expected to attend every team meeting unless absence is mandatory for a valid reason (sickness, meeting with a professor, etc.). Punctuality, as well as individual participation, is extremely important in order to ensure that time is optimized and that each member contributes equally. It is important that a team member communicates with the others if they will be late or need to miss a group meeting for a valid reason.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
    Since this is a team effort, every member needs to understand that, as teammates, we are all depending on each other. It is crucial that each member completes their designated task(s) before the implemented deadlines. Failure to do so will penalize us as a team.

3. Expected level of communication with other team members:
    Communication is the key to forming a good team that will stay organized while progressing well. There needs to be a lot of fluid and clear communication. For these reasons, team members will be expected to respond to any announcements in the group chat within 24 hours. If a team member is occupied with his personal life or other classes; he is invited to share his change in availability and update the team on his situation as soon as possible. Finally, members should feel comfortable communicating any inquiries or concerns regarding the team or any task.

4. Expected level of commitment to team decisions and tasks.
    It is expected from every team member that they respect their commitment and fulfills their tasks. If a task is harder or heavier than predicted, the group manager can reassign the workload during a group meeting. If a team member is not comfortable with a task that they were assigned, they are highly encouraged to discuss the problem with their teammates and seek help. In sum, team members are asked to stay committed to team decisions. However, when necessary, a decision/task may be reviewed/changed.

> # **Consequences for Failing to Follow Procedures and Fulfill Expectations**

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:
    Infractions will be handled by discussing with the team member in question and seeking resolution. Infractions will be noted and approved by each team member. They will then be posted on the Google Drive. When the time comes to evaluate our peers, the number of infractions will influence our evaluation.

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

      If infractions continue, the team will seek mediation from the teacher's assistant or project manager. If the infractions persist, we will finally address our professor.

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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 <u>05/05/2019</u>

2)   date <u>05/04/2019</u>

3)   Biao He   date <u>05/04/2019</u>

4)   Luke Marshall   date <u>05/04/2019</u>

5)   date <u>05/04/2019</u>

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

Top project choice: (1 being the most desired)

1- Tactile Map
2- Steady Tools
3- Hand Grip

Since we don't have any member of our team who is very comfortable with programming, we tried to pick projects that were more inclined towards skills we had.