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 # <u>B05</u>

Team Members: **Suggested Projects:**

1) <u>Tazim Khan</u>   1st choice: <u>Secure Cup Holder</u>

2) <u>Rynak Iqbal</u>   2nd choice: <u>Talk and Music Box</u>

3) <u>Anthony Traboulsi</u>   3rd choice: <u>Painting Assist</u>

5) <u>stephane niyonizigiye</u>

Team Procedures

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

Location: Uottawa STEM building or meet virtually
Day: Wednesday or Thursday
Time: 6:30 pm (Wednesday) or 2:30 pm (Thursday)

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:

We will be using Discord to communicate with each other. We have created a server called "GNG 2101", this will allow us to share any announcements, updates, reminders, or questions. Also, this is one of the best platforms for organizing team meetings.

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

Decision making will be made by majority vote. This is the most effective way to make decisions as a group.

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?):

  - **Reminders will be set on the team discord.**
  - **Meetings will be held**

- **During the meetings we will discuss the goals of the week. This means that we will determine how much work we plan of doing for the week**

5. Method of **record keeping** (Who wileated? Where will all agendas & minutes be kept?):

We will be submitting our deliverables as a docs file, these files track the history of edits that are made. This is the best way to keep track of the amount of work done by each team member throughout the semester.

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.?):

The level of quality for team presentations, collaborative writing, individual research, and product development should be high. We expect each team member to provide their best effort so the group can obtain the best results for assessments as well as produce a good product for our client. We will push each other to maintain high standards.

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

To fulfill these standards the group will regularly keep in touch through discord to ensure everyone is on track and contributing. We will work collaboratively to make sure each part of the presentation is done properly, while ensuring that each part done individually can be integrated into the presentation successfully. We will also ensure that if anyone is struggling or facing difficulties with their part the group will help each other to overcome their difficulties.

Team Participation

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

- **Set tasks for each team member weekly to ensure even workload**
- **Weekly checkups to go over what has been accomplished**

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

   - **Everyone will have a chance to suggest their ideas and all ideas will be taken seriously**
   - **All ideas will be considered and may be explored before the making of any final decisions**

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

   - **A Schedule will be created on wrike**
   - **Each individual will be given deadlines to meet to insure the completion of their tasks**
   - **Each member of the group will be held accountable for work they have not completed**

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

   Leadership will be shared among the group so each member will have a chance to take control because each member of the group has different strengths which will aid in the completion of the project. This will ensure that each member is in charge of something they excel at while learning about the areas they need to improve on.

<u>Personal Accountability</u>

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

All individuals are expected to attend all team meetings unless a reasonable excuse can be provided. Team members are also expected to be punctual to team meetings unless a reasonable excuse can be provided. Participation in team meetings is extremely encouraged but not mandatory, unless decided so by the team. If several team members are not able to attend, we will do the team meetings over the phone later on the same day.

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

Each member is expected to be responsible for their respective assignments and to follow all timelines and deadlines. If a member cannot complete their assignment or meet a deadline, they are responsible for asking fellow group members for help.

3. Expected level of communication with other team members:

Team members should always communicate through the group chat, in team meetings, or before/after class. If a team member is having any difficulty completing a task and realizes that his work will not match the standard of the group, they should ask for help from other members rather than submitting an inadequate answer. If a member is unable to attend one of our scheduled meetings, they must inform the rest of the team.

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

Each member of the group is expected to share their opinion and ideas before making any final decisions

Each member of the group should have a high level of commitment when finishing their tasks on time to insure the group doesn't fall behind.

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:

At the beginning, as a group, the team members will speak to the person violating the contract. If that does not work, The group will escalate it to the Project Manager (TA).

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

If there is no improvement, the group will talk to the professor to take action. The action can vary from the professor speaking to the individual to removing them from the team.

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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) Anthony Traboulsi   date: 2023/09/16

2) Tazim Khan   date: 2023/09/16

3) Rynak Iqbal   date: 2023/09/16

4) stephane niyonizigiye   date: 2023/09/16

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