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 Blackboard.

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 # G   **Team # A**

Team Members:

1) Tanvi Pradhan

2) Maxwell Forzley

3) Hannah Dos Santos

4) Liam Cronin

5) Lucien Bazinet

Team Procedures

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

Thursday
5:30pm-6:00pm

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:

iMessage group
Snapchat group

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?):

Tanvi Pradhan, Hannah Dos Santos BUT
- Everyone will add to the document on things to be covered during the meeting
- Agenda must be set 12h before the meeting (by 5:30am on Thursday)

- We will ensure there are no distractions
- No social media distractions
- No talking over each other
- If someone goes off task we will bring them back 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?):

Maxwell Forzley, Liam Cronin

- There will be a shared google doc that will hold the agenda and all the rest of the details (minutes, etc)

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.?):

- formal words
- appealing presentation
- dressing professionally (to a degree) on presentation days
- completing projects on time
- keeping track of sources used in the document
- keep the document organized and easy to read

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

- Hold each other accountable
- Set reminders
- Follow a schedule

- Shared group calendar
- All group members MUST peer review

<u>Team Participation</u>

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

   - Assign specific tasks to everyone
   - Discuss in the group about division of labour
     o Ensure fairness
     o Ensure everyone agrees
   - Good communication
   - Open to feedback and constructive criticism

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

   - Being open to all ideas
     o Digging deeper
   - Not judging ideas
   - Inclusivity
   - Encouraging
   - If a team member isn't cooperating, encourage them

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

   - No social media distractions
   - Keep each other engaged by asking questions
   - Peer review systems
   - Meeting goals (agenda)

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

   - Everyone gives input
   - Everyone holds each other accountable
   - Everyone will ensure that the team is kept on task during meetings

(SHARED)

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

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

All members are expected to have full attendance to all meeting. Members should be punctual and always be actively participating or listening during meetings. Exceptions for attendance can be made if the group member gives advanced notice and has a valid reason for absence.

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

All members are expected to complete their agreed upon portions of work on time. Members should complete tasks to the best of their ability and to the expected quality level. Exceptions can be made for reasonable issues or unexpected problems that may arise.

3. Expected level of communication with other team members:

Team members should be available to answer messages from other team members on weekdays and on weekends if the team agrees that week to be available. Team members should replay ASAP to correspondences from other members.

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

All team members should actively participate in team decisions by giving input and voting when needed and be fully committed to completing tasks

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:

    -   Be direct about it and speak to your team members
    -   Ensure both sides are heard and make a consensus that will benefit the team and the project
    -   Ensure that all team members agree on the consequences of the actions (if any are needed)
    -   Make sure the individual understands their mistake and agrees that it won't happen again

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

   - Remind them of the contract
   - Ensure they re-read it and understand the consequences of them not following the contract
   - Maintain a professional tone and ensure that all your actions towards this individual are for the benefit of the entire team (no personal vendetta)

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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) Lucien Bazinet date September 23

2) Liam Cronin date September 23

3) Tanvi Pradhan date September 23

4) Hannah Dos Santos date September 23

5) Maxwell Forzley date September 23

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

WRIKE SNAPSHOT LINK:
https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=8UOLBBc0O7xwAM8zSrik
JI5WXVky5mBT%7CIE2DSNZVHA2DELSTGIYA