

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 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

GNG1103, Section # _____F02 (lab)_____

Team # __2.2__

Team Members:

- 1) ____Ernest Deudjui_300258944_____
- 2) ____Omar Abdo_300241373_____
- 3) ____Sabine Ellison_300239156_____
- 4) ____Claire Graydon____300166907_____

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - Regular meeting will be every Thursday from 10am to 11am (more meetings will be scheduled each week as needed)
 - Able to meet after 7 on weekdays (depending on work schedule)
 - Able to meet on weekends depending on work schedule
 - Finish calls before 10pm (no calls later than this)
 - Aim to meet at least once a week (virtually until able to otherwise)
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:
 - uOttawa email
 - Teams chat + call
 - Snapchat
3. **Decision-making policy** (by consensus? by majority vote?):
 - Vote, majority rules
 - Logic (case by case scenario)

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?):
 - Agenda depends on deliverable due (person sharing screen goes through agenda)
 - Alternate who shares screen every meeting, that person also creates the agenda
 - To keep the team on track, set a time goal for the meeting (depends on week and what has to be done)
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?):
 - Dependent on the topic of the meeting.
 - Meeting minutes will be done by Claire, accuracy depending on who missed the meeting.
 - A Google Drive will be made to organize and share minutes, work done during meetings, 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.):
 - All documents must be revised by at least one other group member
 - Start deliverables as soon as possible (depending on the team schedule)
 - All team members are expected to contribute
 - Come to meetings prepared (do work required before meeting)
2. **Strategies** to fulfill these standards:
 - Use Wrike to identify progress
 - Check Wrike often and update progress to let team members know that they can start a new task (ex, edit the document)
 - At each meeting, update other members with personal progress
 - Do work assigned to you and let team members know if you are unable to complete it on time so that they can help

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - At the end of each meeting tasks for the week will be assigned
 - Use Wrike to update other members on progress throughout the week
 - Keep track of other members' progress throughout the week
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Stick to weekly meeting schedule and keep communication open between other members
 - Before major decisions are made, ask the team to vote
 - Ask for team's input after ideas are suggested (every member must contribute)
3. Strategies for keeping on task (task maintenance):
 - Input all tasks into Write and frequently update progress
 - If tasks cannot be completed on time let the team know so that they can help
 - All members must respond to a request for help, even if they cannot help, they must respond with "I saw your message, I can't help you, I can help you at this time, etc."
 - If members cannot/do not respond, person asking for help can ask members again or request TA for help
4. Preferences for leadership (informal, formal, individual, shared):
 - Informal leadership works best
 - Person completing the task oversees that task

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Attendance is mandatory unless there is a valid reason for missing the meeting
 - If you cannot attend a meeting, try to let the team know as soon as possible
 - Come to meetings on time
 - Come to meetings prepared
 - Offer input and ideas during meetings

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

- All team members are expected to fulfill their tasks (assigned in previous meeting)
- If submitting a deliverable, submit on time (before deadline has passed)
- If unable to complete tasks/make deadlines, message team members and/or assisting TA

3. Expected level of communication with other team members:

- Open chats as soon as possible
- Respond to other team members (requests for help, questions, etc.)
- Be respectful of other team members

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

- Complete tasks and assignments when they are assigned
- Team members are expected to do their best work when completing tasks
- Team members commit to completing tasks to their best ability, asking for help when needed, and helping others when possible

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:

1. First time: Team will discuss why infraction occurred and how to avoid in the future
2. Second time: Make a team meeting to go over what happened, assign the team member that handled the infraction more work to complete

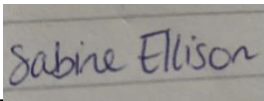
2. Describe what your team will do **if the infractions continue**:


- If infractions continue, book a team meeting with the assigned TA to go over future steps.

- 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 2022-01-20

2)  date 2022-01-20

3)  date 2022-01-20

4)  date 2022-01-20

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc