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

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Team contract

Team Members:

1) Aidan Charette

2) Ali Gohar

3) Evan Aguiar-Winter

4) James Sutton

5) Gilles Tang

Team Procedures

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

-Regular team meetings will be done on Wednesdays at 6:00 pm in person in the STEM building but locations and time are subject to change depending on the needs and schedules of the team members or additional meeting will be held based on need.

2. Preferred method of communication:

-Primarily Discord server, Quick-Contact Instagram messaging

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

-The decision-making policy will be by consensus while giving more sway to the decision to whoever the decision effects the most.

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?):

- As a collective, we will decide, prior to each meeting, what tasks must be accomplished during the weekly meeting. Agendas/tasks for the next meeting will be determined throughout the week and listed on Tuesdays, the day prior to our meetings. For needs that concern the whole group, a discord server chat will be used. For group notification on an upcoming meeting, discords announcing system will be used to notify all available members. Instagram will be used encase of emergency, immediate contact. Our group as a collective has agreed no one will be in charge of pressuring an agenda, but rather if one member is unable to complete the weekly agenda, the rest of the team as a whole will discuss what actions need to be taken in order to aid said member in completing their task. Alongside weekly meetings, throughout the week our group will also be filling out a group collective "progress reports", notifying the rest of the team on the progress of each member. Submitted every Tuesday. In order to stay on task during our weekly meetings, each task will have a task leader, who leads the conversation of our progress and problems encountered in each field.

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?):

-A shared document will be updated by everyone after every meeting to summarize important points and keep track of all agendas and minutes.

6. Method for determining roles and individual tasks. (How will we decide who is responsible for what and how will we distribute tasks?)

-Roles and individual task will be determined at the weekly meetings and should be distributed equitably based on time required and availability for the task as well as taking into account the difficulty.

7. Method for reporting progress, issues, and completion. (How will we report progress or lack thereof it? When do we report it? Where do we report it? How often do we report?)

-Progress can be reported on the team discord server in the associated channel and will be pinned for ease of accessibility to the progress report of each task. Reports are posted every Tuesday.

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 task should at least be peer reviewed once, individual tasks should be peer review by one or two people (preferably by whom the task effects) while more major tasks should be peer reviewed by the entire team. Tasks will be accompanied by a progress report each week. Team presentations should not be done last minute and receive input from each team member. Individual research should be clearly cited with the work if possible.

2. Strategies to fulfill these standards:

-The main strategy to keep quality control and maintain standards will be peer review.

Team Participation

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

-Everyone will be assigned tasks based on what they feel most comfortable doing. This will be discussed during meetings and a record will be kept of all team members and tasks to ensure completion on time.

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

-Everyone will get a chance to speak and tell their ideas. During meetings we will try to make sure everyone has input on the task on hand.

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

-Task maintenance should be regulated depending on who is in charge of the task. It is responsibility of the members to stay on task. Weekly reports are a main strategy to remain on task.

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

-There will be no specific team leader, but each team member is in charge of the maters that concern their own task.

Personal Accountability

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

-Expected to attend all meetings, if unable to attend, must have a valid reason and communicate with team beforehand. If meeting is missed, try to contact team members and catch up on what was missed.

2. Be available for communication and questions.

-Expected to be available for contact outside of meeting times. This is for the purpose of answering questions or concerns. All members should have a method of personal contact with each other.

3. Be involved in the project and contribute without being prompted.

-Members are expected to participate in the project without being requested to do so. We expect each member to contribute to the project of their own initiative.

4. Be respectful and understanding of teammates.
-It is expected that those part of the team do not insult or disrespect other members. They are also expected to exercise understanding and empathy towards their teammates.

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:

-First infraction, have a meeting, address the cause of the issue, and try to solve the problem. On a second infringement a second warning will be given, a second meeting may happen, and the TA may be contacted.

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

If the team member continues to infringe on the contract despite the second warning, the team member may be subject to exclusion from the project and the TA and professor will be notified.

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) Evan Aguiar-Winter____________________________________date- 2022-09-25

2) James Cooper Sutton____________________________________date- 2022-09-25

3) Aidan Michel Charette___________________________________date- 2022-09-25

4) Ali Gohar____date- 2022-09-25

5) Gilles Tang____date- 2022-09-26