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 # 4 **Team # 19**

Team Members:

1) Tom Lin
2) Senthura Yogarajan
3) Dayu Liu (Darren)
4) Alex Steeves
5) Kian Mozafarian

Team Procedures

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

   Our team will mostly be meeting Thursdays from 7 pm to 10 pm in STEM as our labs take place there. In addition, if needed, we may also meet on weekends and/or Friday nights bi-weekly and/or Tuesdays after 3 as well as most of the group is free during those times. The place and time hasn't been decided yet. However, it will most likely be in STEM.

2. Preferred method of **communication** (e.g. e-mail, cell phones, 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, announcements, updates, reminders, problems:

Our preferred method of communication is currently Facebook. We currently have a group chat created and have been brainstorming ideas for our project. Facebook allows us to keep track of who is online. It also allows us to create a group or video call enabling us to communicate at the same time wherever we are. This is a great feature as we mostly consist of different engineering disciplines with limited time and we all live far from each other, making it difficult to consult face to face. Facebook is a quick and easy method of communication and has additional features for other forms of communication. Not only that, it offers features such as setting up events and reminders to help the team stay on task.

We plan to eventually begin using Slack once we start working on our project. This is a great tool that will allow us to keep all the team announcements, updates, reminders, deadlines, problems, etc. organized. Not only that, Slack is user friendly and is used for team oriented projects such as this.

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

    Decision making will be done by a combination of consensus and majority vote depending on the time restrictions the team is dealing with at the moment . We are creating the product and should be passionate and in agreement with what we are building. As a group, we will attempt to incorporate everyone's ideas in making the product. This would result in everyone doing their part in making the team project successful. Majority vote will be done if the consensus decision making process does not work. This will be our last resort to decision making.

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 an agenda together. We will discuss together what times work best for everyone. During, prior to, or after our labs, we will check up on each other to make sure that our work has been completed and what has to be done for the next meeting. We will all communicate ideas, problems, and circumstances with each other to keep the team on task and to make sure we are on track to complete the project successfully. During a meeting the team will go through the tasks and points we have come up with and make sure to discuss everything in a timely manner. This will ensure we are on task and that we will have time to work on our project.

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?):

   We will all be taking turns recording all important dates, timelines, and assigning tasks. This will be tracked using Slack primarily and quick reminders and updates will be notified using Facebook.

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.?):

   Semi professional due to our group consisting of 2nd and 1st year engineering students. There will be guidelines set for each task which will help everyone know the level of work that is to be produced. However, we would try to help each other out and improve each other’s work with peer review and constructive criticism.

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

   - Don’t leave project to the last minute
   - Plan (e.g. buy materials earlier, budgeting efficiently)
   - Rehearse team presentation before presenting
   - While working, be efficient to maximize work time
   - Work as a team and delegate tasks equally

Team Participation

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

- Check ups at meetings to ensure that everyone gets their task
- Constant updates of progress in completion of tasks will help members of the team track their progress and identify problems that can be solved well in advance with the help of others
- Try to distribute works before everyone get into work
- Contact to teammates from time to time to ensure everyone could done their work on time

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

    - Go around in a circle allowing everyone to share ideas
    - If member is shy, all ideas can be written with a paper and pen which will be read by one person later
    - No making fun of members if idea is not ideal

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

    - Remove distraction.
    - Set deadlines for each part of work
    - Ask for help when needed so people don't fall behind

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

Individual. We distribute the work to everyone and contact to each teammate in chat group. Check and modify everyone's work when we have group meeting.

Personal Accountability

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

    Make at least 90% of team meetings. This will allow for members to stay caught up and ensure that work is being done. It will also allow members to stay up to date with plans and upcoming events. As for participation, members should share with the team the progress they have done on delegated tasks. Finally for punctuality, members should try to be on time so the group doesn't waste time and repeat previously stated discussions.

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

   Make sure assignments are done on time and before or on deadlines. A few slip ups or delays are ok as long as a new reasonable deadline is created and missing the original deadline does not affect the project from being completed on time or any one else's work being completed.

3. Expected level of communication with other team members:

   As a team, we do not want to have too little communication as this could result in tasks not being completed as well as members doing the same tasks again. We also don't want to have too much communication as this could result in time wasted due to too much talking. Due to this, our communication level will be just enough so that members know what tasks they must do, when the tasks are to be completed, when group meetings will be, upcoming events, and helping other members if needed.

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

Contribution to the team discussion and tasks are crucial to the success of this project. Sometimes people may not have ideas or feel shy, therefore, whenever they can contribute, it will be highly appreciated and will help the team progress in completing the project.

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:

We will send messages in the chat group to notify the person who did not obligate the rules we set in the team contract. Also, have a talk to the person when we are meeting. We will try to understand the circumstances and will proceed to make choices to prevent infractions from slowing down the team to complete the tasks and project.

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

Depends, if it is caused by one person, we will continue the task without their assistance but in return the credit will not be given to them. If there is more than one person, then we will need to see exactly what seems to be an issue that is concerning more than one person and try to come to middle ground. Worst comes to worst, we will cut our losses where we can.

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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) Alexander Steeves___________________________date September 17, 2019_____

2)__________________Senthura_Yogarajan_________________date___September_8,_2019

3)
_________________刘大禹 Dayu Liu__________________date_______September_8th_2019

4) _____Tom Lin_______date___September 8th 2019

5) _Kian_Mozafarian____date____September_8th,_2019

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