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 # **3** Team # **ProjB 15**

Team Members:

1) **Yunsu Lee**

2) **Fred Xu**

3) **Don Hung**

4) **Amrou Eldeabis**

Team Procedures

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

   Team meetings will be held every Tuesday from 5:30 to 6:00 p.m.

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 use Discord to communicate with each other and give updates on our work.

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

   We will go by consensus.

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 plan to use Wrike to make plans for the group project. Yunsu Lee will be responsible for the team following the agenda, and she will share the updates with the team members. We will check on the Gantt chart to make sure that everything is on pace.

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?):

Fred will be responsible for the recording, and he will record the progress of each stage, including where we have progressed and how much have we accomplished. This record will be saved in Google Slides and will be accessed from project recording .

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.?):

We will demonstrate the plan logically and clearly, and make sure that there are no mistakes when we review each other while writing, and use drafts to ensure that the best plan is found.

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

We will conduct troubleshooting based on these standards in the weekly group meeting to achieve the project standards.

Team Participation

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

   We will have a discussion every Tuesday and make sure that everyone is not overwhelmed by their workload. If anyone feels that way, we will try to redistribute the work so that everyone is content.

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

   For anything that needs immediate attention, we will send emails or direct messages on Discord. We will also create a Google Doc so anyone can edit and add comments on each member’s work.

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

Firstly, we need to attend every lecture and lab to keep up with our work and get any updates on important meetings. We will also regularly check Wrike to not miss any important due dates.

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

It will be a shared and informal leadership.

Personal Accountability

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

The entire team will participate in the weekly meeting on time.

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

Assignments are evenly divided and we have enough time to accomplish.

3. Expected level of communication with other team members:

Communicate and exchanging opinions accurately.

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

Accomplish and achieve the commitment of team decision.

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:

A team does not keep in contact within 24-48 hours the team will attempt contacting the individual. If no response the professor will be notified.

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

Infractions of any will be put in detail and represented on the team evaluation rubric.If the infractions continue the professor will be notified and the team will move forward with the project.

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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) Amrou Eldeabis 09-26-2021

2) Fred Xu 2021.09.25

3) Yunsu Lee September 26, 2021

4) Don Hung September 27, 2021

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