

## **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 Brightspace.

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

## GNG2101, Section # D

### Team Members:

- 1) Ansh Patel
- 2) Dylan Neil
- 3) Abdel Baig
- 4) Benjamin Akinnusi
- 5) Bora Baskaya

<b>Team Procedures</b>
------------------------

1. Day, time, and place for regular **team meetings**:  
Regular Zoom meetings on Monday (4pm - 5:30pm), Thursday (10:00 am- 12:00 pm) and Saturday afternoon every week in eastern daylight time.  
Also each team member **MUST** be available at least in two of the above meetings. An absence will only be excused if the team member has a medical illness or an emergency.
2. Preferred method of **communication**:  
The primary method of communication is a Whatsapp group messaging for regular updates and reminders on the projects. The team will also be using Zoom meetings for any additional inquiries/problems that team members may have.
3. **Decision-making policy**:  
Majority voting will be the team's method of decision-making. If there is a 50/50 split in the decision -making, we will consult mentors (i.e. TA's) for more information and advice.
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 be using Zoom to set up our meetings. Abdel will be setting out weekly reminders regarding the meetup. Ansh and Dylan will be in charge of making sure the team follows the weekly agenda as planned in the Whatsapp group. The agenda will be predetermined on the Whatsapp group and any member may add a topic to discuss. The agendas with the name of the team member will be shown on the Gantt chart on Wrike project space.

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?):

Agenda will be kept on the Whatsapp group. Benjamin will be in charge of recording & disseminating minutes, so that every member would have an equal amount of time put into various tasks. The minutes will be disseminated prior to the meeting to ensure each group member knows beforehand the amount of time they need to invest.

## **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.):

The level of quality for all assignments will be at the expert level. This is because the project has to be held to a professional standard, as if our team was actually hired to complete the project. Utilising this mindset will allow our team to produce the utmost quality work and will encourage others to follow suit.

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

The most important strategy that will be implemented to fulfill these standards is peer review assessments. Each group member will review and edit each other's work throughout the course of the project. This is done in order to ensure that everyone's ideas are being displayed in the work produced, thereby increasing the collaboration between all group members.

### **Team Participation**

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

The most important strategy is communication. This is because communication allows all group members to stay in contact with one another. If someone has a disagreement with an idea or is having trouble with a specific task, then he can ask the other group members for their assistance. This indicates cooperation among team members which is vital for every group to have as it strengthens the bond between the various members. This allows everyone to stay aware of impending deadlines and different tasks can be assigned to each team member, thus ensuring that there is an equal distribution of tasks for the entire group.

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

Our team will be using a participative management model where each member will be able to share their ideas and the team would consider multiple perspectives before arriving at a decision. We will also encourage team members to find creative solutions to the respective problems.

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

The first strategy in order for our group to stay on task is to keep a weekly agenda. In this agenda, all of the goals for the next group meeting will be written down. In this method, there is a record of each task and our group is able to make sure that each task is fulfilled. As aforementioned, there will also be weekly reminders so that all group members are notified of the upcoming group meeting on Zoom. Discussions will also take place in the Whatsapp group where each member will discuss the progress of their task, any issues they have encountered, and much more. These are all the strategies that our group will administer in order for each group member to stay on task.

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

There will be shared leadership amongst all group members. The reason for this method is because each group member is a leader in his own right. For example, if one member has expertise in programming, then he can teach the other members on coding principles and practices. In this way, each member gets to assume the role of an instructor with the other group members acting as students. Each week, our group will alternate leadership roles to ensure that everyone gets to be one and that no one becomes left in the group.

### **Personal Accountability**

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

All team members are expected to participate in scheduled team meetings to keep the communication and the progress on the project. As aforementioned, there will be weekly reminders sent out that notify each group member of the upcoming meeting. In this way, no one has an excuse of being absent from the meeting, unless he notifies the group 24 hrs before the scheduled meeting.

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

All team members are expected to fulfill their responsibilities in time in order to continue progressing in the project. As aforementioned, a weekly agenda will be utilised in order to keep track of upcoming assignments, timelines, and deadlines to ensure all group members are kept up-to-date with the latest information.

3. Expected level of communication with other team members:

Constant communication with other group members is mandatory. This is done through the Whatsapp group and in the chat, there will be discussions pertaining to all aspects of the team project.

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

All team members will sign and agree to the conditions stated in the contract. A solution to a problem will be decided by the majority vote. Each group member is expected to have the utmost commitment to team decisions and tasks. Each group member is also expected to provide input on each team decision or task that is produced.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
---

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

Infractions will be dealt with by having a serious talk with the group member who has broken any rules. Then the other group members will try to provide any assistance possible to that group member who is having a hard time completing their task.

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

If the infractions persist, then another group meeting will be held. In this meeting, each group member will be given different tasks to complete to allow the troubled group member(s) to have an easier task that pertains to their skill set. This allows the project to run more smoothly, thereby increasing cooperation between all group members. If this does not suffice, then the infraction will be put in detail and represented on the team evaluation rubric. Also if required, troubled group member(s) will be notified to the professor and the team will move forward with the project.

\*\*\*\*\*

- 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) Abdel Baig        | date: Jan 17th 2021 |
| 2) Ansh Patel        | date: Jan 17th 2021 |
| 3) Bora Baskaya      | date: Jan 17th 2021 |
| 4) Benjamin Akinnusi | date: Jan 17th 2021 |
| 5) Dylan Neil        | date: Jan 17th 2021 |

\* This template was adapted from  
[https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)