

Team Contract

GNG 1103, Section # C

Team # ProjC 4

Team Members:

- 1) Forgie, Matthew
- 2) Kanopoulos, Jonathan
- 3) Kuang, Spike
- 4) Pham, Duc Duy
- 5) Rashid, Fatima

Team Procedures

1. Day, time, and place for regular **team meetings**: Tuesday/Thursday at 2:30PM at STE or MNT. It will be confirmed one day before the meetings on Google Hangouts.
2. Preferred method of **communication** (e.g. email, 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:: Google Hangouts and Gmail notification.
3. **Decision-making policy** (by consensus? by majority vote?): majority vote
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?):
 - a. In the first meeting, we will discuss and set up an agenda. It will then be uploaded onto Google Calendar. The team members will be notified by email automatically.
 - b. The responsibility will be assigned in the first meeting.
 - c. In order to keep the team on track, we will make a list of goals for each meeting
5. Method of **record keeping** (Who will be responsible for recording and disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

The responsibility will be assigned in the first meeting. During the meeting, one person will be assigned to write down specific details mentioned into a google document that can be viewed and edited by all group members so that in the case that a member misses a group meeting, they can remain informed on what went on during the meeting.

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.):
Team projects are almost always hard to maintain a consistent quality level, but we will try to prevent that from happening through shared workloads, and by having other group members proofread their fellow members work before submission.
2. **Strategies** to fulfill these standards:
 - a. Before coming to the meeting, each team member will have known about what are going to be done (stated in the previous meeting and on Google Calendar). Thus, each will be required to prepare some ideas/drafts before hand.
 - b. After all the members have submitted their assigned writings and work, we will meet up and go through everything together so as to make it as consistent as possible.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
In order to keep it fair for everyone, during the meeting, we will discuss (make sure that everyone is on the same page) and come to an agreement of how the tasks are divided. A team leader will be decided by the group who will keep track of due dates and ensure that everyone understands what tasks they need to complete.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
After the tasks are completed, we will then meet up again to peer review each member's work.
3. Strategies for keeping on task (task maintenance):
The member(s) is required to complete the task(s) by its deadline. Should there be any trouble come up and prevent the member(s) from completing the task, he/she must let the others know.
4. Preferences for leadership (informal, formal, individual, shared):
The group will maintain a shared form of leadership when together and working on individual tasks for getting things done. One group member however will be the coordinator of the group, ensuring all tasks are being completed in a timely manner, and ensuring members are kept up to date on the deadlines to be met,

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
All individuals must be required to attend 1, if not 2 of the group meetings each week unless they notify the team prior to their absence.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
All deadlines must be strictly followed, as we are being marked as a team. If one piece of the assignment is missing we will face the consequences as a team.
3. Expected level of communication with other team members:
Team members will be required to communicate their thoughts and ideas for solving the problem, as well as if they are having any sorts of difficulty completing their assigned task and require assistance with it. This will ensure nobody is left behind.
4. Expected level of commitment to team decisions and tasks:
Commitment is necessary when working on this project. If our group members are not committed to the decisions, they are expected to explain why and possibly provide a compromise that may be made to ease their lack of commitment to the decision that was made.

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:
The team will not tolerate any violation against the contract and the guilty will receive the deserved punishment as decided by the other members of the group.
2. Describe what your team will do **if the infractions continue**:
 - a. First offence: politely remind the person(s) during the team meeting.
 - b. Second offence: treat everyone some drinks and/or snacks during the meeting.
 - c. Third offence: bring it to the TAs/professor.

- 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) Forgie, Matthew

Date: January 21, 2018

2) Kanopoulos, Jonathan

Date: January 21, 2018

3) Kuang, Spike

Date: January 21, 2018

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5) Rashid, Fatima

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