Team Contract Instructions

Your team contract template is divided into three major sections:

1. Establishing team procedures, member role and responsibilities, role rotation system, and conflict management
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, (d) specify the exact time and exact place for completion or submission of each task, (e) specify member role and responsibilities as well as the weekly role rotation system in your project team. 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 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 # F Team # 20 Team Name: Nuclear Waste

Team Members:

1) Visisht Kaushik

2) Berke Dai

3) Quin Ramos

4) Ian Kahuro

5) Caleb Gilbert

Team Procedures

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

Friday, 7pm during the lab.
Saturday, 2pm at STEM or MS Teams

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

Instagram, MS Teams, Trello and Email

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

By 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?):

The project manager is responsible for setting the meeting agenda at least one hour before the actual meeting starts. Team members will be notified through the communication channels stated in the previous question. Each team member is responsible for staying on task during each meeting. Ensuring the agenda of the meeting is satisfied.

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?):

   Agendas and minutes will be kept by the project manager in a place of their choosing, to be shared with the team on a weekly basis on MS Teams.

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the "**Role Rotation Matrix of Members**" document and generate a role rotation matrix for your project team members below.

Attached in separate submission.

7. Working in a team can sometimes lead to **conflicts**. If conflicts arise in your team, how do you plan to address and resolve them? What is your conflict resolution strategy?

Presentation, Discussion and Consensus. If conflict arises, the conflicted will present their case, the group will discuss what needs to be done and come to a final consensus.

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.?):

Presentations, reports and writing will be held to the university standard. Highest of level of effort will be made for each part of the process.

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

Peer-reviewing
Effective time management and organizational skills are to be used

Team Participation

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

Flexibility of roles (helping each other out)
Switching roles often (eg. The report writer can help the engineer in the lab if they want to, and the project manager can help write reports as well.)

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

Avoid judgement and encourage constructive, open conversations.
Writing everything down and ensuring that all team members acknowledge your ideas put in chat
Effective communication (no one is talking over the other etc.)

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

To stay on task, we will break down work into smaller, manageable steps and prioritize them. Use tools like to-do lists, timers, or schedules to stay focused and track progress.

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

As mentioned before, decisions will be made by majority vote. Leadership will be informal; Team members will be able to discuss any problems they have concerning the project with other team members..

Personal Accountability

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

Should attend meetings as often as possible, if you're not able to do so, communicate in advance and make sure you stay updated with what was discussed along with updating the team on what you have done. Punctuality is preferred once again, communicate if you may be late. Participation is important, always try to contribute to the discussion.

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

Team members are expected to complete their assigned tasks on time and communicate any challenges promptly. Meeting deadlines and contributing equally ensures the project stays on track.

3. Expected level of communication with other team members:

Communicate with team members when there's a problem concerning the project, or if there's a question that needs to be answered to.

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

Each team member is expected to adhere to their commitment and ensure that it is completed to the fullest.

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:

If a team member violates the obligations of the team contract, we will address the situation immediately through open and respectful communication. The group will call a meeting to discuss the issue, allowing the member to explain their actions or circumstances. Together, we will review the contract and remind everyone of the agreed-upon responsibilities and expectations. We will then collaboratively work to resolve the issue by redistributing tasks if necessary or offering support to help the member meet their obligations. The focus will be on resolving the issue quickly and maintaining team cohesion to ensure the project stays on track.

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

If the infractions continue despite initial discussions, our team will escalate the situation to ensure accountability. We will document the repeated issues and inform the TA or the Professor about the ongoing challenges. Together, we will explore potential resolutions, such as reassigning tasks or implementing a performance agreement for the member in question. If necessary, we will request instructor intervention to address the issue formally, ensuring the team can proceed effectively while maintaining fairness and professionalism.

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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) Quin Ramos date: January 18th 2025

2) Berke Dai date: January 18th 2025

3) Caleb Gilbert date:January 18th 2025

4) Visisht Kaushik date: January 18th 2025

5) Ian Kahuro date: January 18th 2025

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