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 # B **Team #** 8 **Team Name** Boom

Team Members:

1) Trevor Lo
2) Isaac Chan
3) Spencer Irwin
4) Beran Sary
5) Adam Nasim

Team Procedures

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

   in person for Tuesay 10:00am - 1pm, online for weekends

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:

   Instagrams meeting, and face-to-face

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

   Majority voting

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?):

   Before the Meeting, in 2-3 days in prior, the team leader will create a draft agenda. This incldues key discussions points, decisicion need to be made, and unresolved issues fromprevious meetings. Then, assign a facilitator that is responsible for guiding the discussion, keeping track of time, and ensuring the meeting stays on topic. Finally, track progress using task management tools (ex. trello) to track proggress on the action and discussed items.

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?):

   Isaac will be responsible for recoding, that agendas will be kept in a shared calendar between all groups.

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.

   The Role Rotation will be on the following link and on the attached document:

   https://docs.google.com/document/d/122Q0-2AK7g3rcLiNxU3EK-TaynQlU9VUelrH1gupwz4/edit?usp=drivesdk

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?

   If conflicts occurs, it is best to discuss in between the parties. From which, make a vote with the majority wins. If there are no clear winner, then we will comprimise both options for a win win senario.

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 standard should emphasize clarity in communications like presentations, writing, and drafts. Professionalism shoud be met in research, collaboration, and reviews.

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

   Define clear goals and roles for each member, based on strength and weakness. Regularly check-in with others to make sure on schedule, and clear confusions, and ask for help.

Team Participation

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

Assign roles based on strength, set clear expectation for each task, so that all members have an equal contribution towards the project.

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

Actively listening and encouraging team memebrs respond to other's ideas. Validating their ideas and to have a chance to contribute ideas.

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

Set clear dealines, like breaking down into smaller tasks with deadlines. Moreover, have regular progress meetings and check-ins to adress any issues or schedule changes early.

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

A shared informal leadership would be best, as members can collarberate together in order to work cooperatively.

Personal Accountability

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

   All team meetings must be attended and participated.

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

   It is required for all team members to fulfill assignments within deadlines. If there is a problem, address it early so the team can adjust quickly, and run smoothly.

3. Expected level of communication with other team members:

   At least listen to others thoughts, problems, and ideas. Support claims would be best. If there is confusion among team memebers, it is best to clarify to clear confusion.

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

   Team dicisions and tasks are best to be commited. As long as the tasks are done prior to deadline, and no major problems in it, it's concidered good.

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:

   Address the issue early, to prevent futher problems and worse conciquense. Open conversations are encouraged, if neccessary, private disscussions can be held to avoid team member(s) public embarrassment. Lastly, collaborate on solutions and document it. In order to be refered in the future.

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

   If a team member constantly fails to meet expectation, it is possible to held a formal meeting. From which, outline violations, its affect to the team's progress. Please remind of no personal attack or violations, keep the discussion on the issue. From which, reassign responsibilities may be required.

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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) _____ date 09/20/24
2) _____ date 09/20/24
3) _____ date 09/20/24
4) _____ date 09/20/24
5) Adam Vasimi date 09/20/24

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