

Trello

Workspaces

Recent

Starred

Templates

Create

Search

?

ID

T Trello Workspace

group 19

group 19

☆

Board

Table

Filters

ID

JA

L

MK

ZZ

Share

To Do

Ideate Blueprint Ideas

Start Research on the Tech. from CNL

deliverable #2

deliverable #3

+ Add a card

Doing

Brainstorm Client Questions

Create a Research Shared Document

+ Add a card

Done

Deliverable #A

2

Jan 19

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+ Add another list

You requested to join this Workspace. If a Workspace admin approves your request, other boards in this Workspace will show up here.

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 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

GNG1103, Section #: *F* Team #: *19* Team Name: *PipeLine Pros*

Team Members:

- 1) Jensen Ayotte
- 2) Long Deng
- 3) Ian Djukic
- 4) Minbeom Kang
- 5) Zeyu Zhao

Team Procedures

1. Day, time, and place for regular **team meetings**:
Friday, afternoons ~5pm, STEM Building 2nd floor.
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:
Cellphone & Microsoft Teams
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?):

Trello will be the main space for planning, and we'll remind each other on messages/MST. Ian will be in charge of leading the agendas during meetings.

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?):

On Trello, Jensen will be in charge of bookkeeping records.

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.

Minbeom - Project Manager, Quality Controller

Jensen - Engineer

Ian - Engineer

Long Deng - Designer

Zeyu - Report Writer & Marketer

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?

Meet up and discuss about it in a group, then put it to a majority vote.

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.):
Expected grade level: A-B (It doesn't have to be perfect all the time, as long as it can be done ON-TIME).

2. **Strategies** to fulfill these standards:
Reserve a time slot to work on the project
Openly discuss the project's details with other group members
Ask for help if you need it
Make sure to notify people of delays (if you do have any delays make sure to reserve another day off to work on them)

Team Participation

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

**Openly communicate with each other on messages and trello
To ensure equal task distribution, meet up as a team and have a
consensus on tasks, if someone does not accomplish their tasks given
then TA's/PM/Prof will be involved.**

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

**Have an open doc “blueprint doc” to write down all ideas, then discuss
it with the team and select the ideas we like together.**

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

**Keep Trello updated, think ahead of time and reserve some time in your week
to do the work, COMMUNICATE about any issues that arise.**

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

Formal: Ian, any changes can be discussed and agreed upon at a later date.

Personal Accountability

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

**Expected to be there unless you have a valid reason, if you can't be
there please notify the team on any aforementioned communication
platforms ahead of time (Leave a notice 12 hours before preferably).**

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

**Make sure to complete your tasks on time, however, if you cannot please either
delegate the tasks or call a group meeting to discuss it.**

3. Expected level of communication with other team members:
Please check and respond as soon as possible but you MUST respond within 24 hours.
4. Expected level of commitment to team decisions and tasks:
Finish your duties on time and attend and participate in discussions about decisions openly.

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: **(WITHIN 24 HOURS)**
 - **If you do not respond within 24 hours, you lose priority in decision making.**
 - **Call the person/notify them on the missing tasks (This will be dealt with by the project manager for the most part - The project manager will regularly check-in on team members and their task completions every 48 hours).**
2. Describe what your team will do **if the infractions continue:**
 - **If you do not accomplish your tasks on-time, an email to the TA/PM will be sent, and you will be expected to finish the task(s) within 24 hours, if not, another email will be sent to the professor detailing him about the missing task (This is of course void if you message the team AND have something arranged).**

- 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) _____Jensen Ayotte_____date____2025/01/19____

2) _____Ian Djukic_____date____2025/01/19____

3) _____Minbeom Kang_____date____2025/01/19____

4) _____Long Deng_____date____2025/01/19____

5) _____Zeyu Zhao_____date____2025/01/19____