

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 # G01 Team # 1 Team Name The Fast and the Curious

Team Members:

- 1) Jake Schindel
- 2) David Maksuti
- 3) Vanya Micic
- 4) Maddox Dansereau
- 5) Daniella Centurione

Team Procedures

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

Tuesdays from 2:30-3:45, and Thursday from 4-5:30 in the basement of SITE (computer lab).

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:

An Instagram group chat will be used for general discussions about the project; e-mail will be used to share important documents and project details. In-person communication will also be conducted twice a week for team meetings.

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

Decisions will generally be made by consensus, but in the case that a decision cannot be easily reached a vote will be taken.

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?):

In the first weekly meeting, the group will review the assignment tasks, organize them, work on them, and set an agenda for the next team meeting, where we will review once more. The project manager of the week will keep track of the agenda and be responsible for the team following the agenda during a team meeting. The project manager of the week will decide how they will keep the team focused and will ensure the agenda is set by the end of the meeting.

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?):

The “Project Manager” will minute the meetings that are rotated on a weekly basis in line with the role matrix. These minutes will then be shared on the agreed platform. Also, ensure clarity and precision within the minutes with respect to the group decisions and group discussions during the meetings. All agendas and minutes will be kept online, shared with excel or word document. This document is where every team member and the PM/TA will have access so it can keep everything in one place.

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.

Member Role Rotation Matrix in a Project Team of 5 members														
			Semester Week											
Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Daniella	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Maddox	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
David	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Jake	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Vanya	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

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?

In cases where conflicts arise in the group, conflict resolution strategies will depend on the circumstance. In cases of disagreements related to decisions in the project, the parties should address the group, who will then reach a consensus or hold a vote to decide how to proceed.

In other conflicts between team members, the parties will aim to resolve the issue themselves using the following conflict management styles. They will prioritize collaboration -- when both parties talk through the conflict and negotiate a solution together. However, this is not always the quickest and simplest solution. If one party does not care as strongly about a minor issue, that person should consider resolving the conflict by accommodating the other person. For bigger conflicts, where the issue is important to both parties and they are unable to collaborate, they may consider compromising with the help of the group. If the parties are unable to resolve the conflict themselves, they should address the group, who will then reach a consensus or vote on a resolution.

In any case, group members will aim to approach conflicts with compassion and understanding of the other party and communicate in a respectful and assertive manner.

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.):

Project standards for the group will fall under the “exceeds” section in each part of the rubric posted on Brightspace for the respective assignment.

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

To fulfill these standards, each group member will review the rubric to keep in mind while they are working on their part. The weekly quality controller will also review the rubric to ensure each goal is reached.

Team Participation

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

To ensure cooperation we could clearly define the roles with the help of a role rotation matrix. To ensure equal distribution of tasks we could track tasks and responsibilities transparently using Trello. Have periodic meetings to discuss progress, figure out conflicts, adjust workload, and promote accountability by inclusiveness communications with pre-agreed consequences if expectations are not met.

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

Meeting over internet call or in person with all group members to discuss important ideas and decisions. This ensures everyone is on board with the decision being made and has an opportunity to oppose or suggest a different idea. For minor individual tasks everyone will complete these individually and then meet as a group quickly once everyone has completed their tasks.

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

A strategy to stay on task is to have task boards on Trello for each team member individually and one for full team tasks. These will include a section for tasks that need to be started, are in progress, and completed, this way the entire team can view and keep track of progress to ensure we stay on task and don't fall behind. Another strategy will be to have weekly scheduled meetings with pre-determined topics and tasks for team members. As the team is working together there will be a no phone rule where team members put their phones on do not disturb and in their bags for the entire period we are meeting. This ensures we stay on task and complete what needs to be done in the allotted timeframe.

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

Preferences for our team's leadership will be informal and shared. This ensures that all team members have equal authority and feel they have an equal voice to share opinions or issues that may arise throughout the project period.

Personal Accountability

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

Each team member should aim to attend all team meetings in person and respect the scheduling of the meetings to ensure that they arrive on time. If a member will not be attending a meeting, or know that they will be late, they should notify the group as early as possible so that accommodations can be made. Each member should also seek to actively participate in all team meetings by engaging in group discussions.

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

Each group member should be responsible for their own part of a group assignment; as such, they should plan out in advance how they will approach their work in a way that allows them to meet the associated timelines and deadlines. Members should also be prepared to cooperate with each other when necessary to complete certain tasks that involve more than one member, or if help is needed.

3. Expected level of communication with other team members:

Team members should regularly check the team group chat, their e-mails, and individual messages with other group members, and should respond in a timely manner when possible. Members should also be prepared to contact each other individually, as needed, to discuss project details.

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

All team members should demonstrate a strong level of commitment to team decisions and tasks. To demonstrate this commitment, members should adhere to decisions made as a team (whether by consensus or by vote) and should clearly take initiative to complete their tasks and meet deadlines.

<h2>Consequences for Failing to Follow Procedures and Fulfill Expectations</h2>
--

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

In the first instance of an infraction, the group will communicate with the team member involved about the matter in a respectful but assertive manner. The discussion will be conducted as a group or through one representative, depending on what the group feels is more appropriate.

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

If the same infraction occurs more than once by the same team member, the group will bring the issue up to the TA. If more action is needed, the group will contact the 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)  date 2025-01-19

2)  date 2025-01-19

3)  date 2025-01-19

4)  date 2025-01-19

5)  date 2025-01-19

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

As well, see attached the link for the group Trello board:
<https://trello.com/invite/b/67817c16827131e2b025f69d/ATTI43f2f9382821cbc3e74f2d2b26108c7536C301E8/gng1103-project>