

## **Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures
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, and (d) specify the exact time and exact place for completion or submission of each task. 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 Blackboard.

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 #C\_\_\_\_\_

Team # 7\_\_\_\_\_

## Team Members:

- 1) Mathew Perry
- 2) Tomas Silva Salanova
- 3) Kole Cantor
- 4) Jake Appleby
- 5) \_\_\_\_\_

<b>Team Procedures</b>
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1. Day, time, and place for regular **team meetings**:

Monday's at 7:00pm, online

2. Preferred method of **communication** (e.g. e-mail, 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:

Discord, MS-Teams

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

Team members will make decisions by coming to a consensus.

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?):

At the end of each meeting, the team will plan an agenda for the following meeting. This ensures that all team members are up-to-date and can voice their opinions on 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?):

The team will first achieve the tasks set from the previous meeting, and then set goals for future meetings. Minutes will be organized using Wrike. The team will also post frequent "agenda updates" on discord to display team deadlines and tasks.

## **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 team will strive for high quality and effort. The team will be prepared for presentations by designating time for practice. Drafts for deliverables will be completed together in meetings. Research will occur during meeting, but it is also encouraged to do individual research as well.

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

The team will fulfill these standards by assigning work and keeping those responsible accountable. The team will do what we say we'll will do when we say we'll will do it!

### **Team Participation**

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

The team will organize a schedule and task list, displaying all deadlines and tasks. Through communication the team will either work together on tasks or assign them individually in a fair and equal fashion.

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

To encourage/include ideas from every team member, the team will hold minutes in each meeting designated to talking and discussing ideas. This should both build trust within the team and promote collaboration.

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

The team will organize a schedule and task list, displaying all deadlines and tasks. Through communication the team will either work together on tasks or assign them individually in a fair and equal fashion.

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

To team will have no formal leadership. Ideally the leadership will be shared depending on the task (ex: someone can take lead on the coding while someone else takes leadership on the writing deliverables, preparing the presentation etc...)

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings: Team members are expected to attend all meeting (unless of special circumstances). Team members are greatly encouraged to participate in every meeting. Attendance will be taken, and punctuality will be noted.

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

The team will keep those assigned to assignment/deadlines accountable if they are submitted late or not at all. The level of responsibility for maintaining the timelines will be strict.

3. Expected level of communication with other team members:

Team members are expected to be in constant communication daily. The group-chat will be used regularly to keep communication always open.

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

Once all team members have met a consensus, the team will be fully committed to its decision (given no gravely impactful changes occur)

### **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:

2.

The team is committed to answering the peer evaluation properly and truthfully, and therefore infraction of this contract or poor behavior in general may affect a team members final mark.

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

If other team members feel that the rate of infractions has become a liability to the team and project, an intervention may be held where the team will politely discuss the infractions and behavioral patterns.

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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) Kole Cantor date 2023-01-25
- 2) Jake Appleby date 2023-01-25
- 3) Mathew Perry date 2023-01-25
- 4) Tomas Silva Salanova date 2023-01-25
- 5) \_\_\_\_\_ date \_\_\_\_\_

\* This template was adapted from [https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)

