

Deliverable A - Team Contract

GNG 2101[A02]



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TEAM CONTRACT

GNG2101, Section # A02

Team Members:

- 1) _____Jonathan Swyer_____
- 2) _____Nathan Malench_____
- 3) _____Matthew Chan-Barcellos_____
- 4) _____Brynn Dowson_____
- 5) _____Greyson Lee_____
- 6) _____Dani Oroszlan_____

Suggested Projects:

1st choice: Wheelchair Stroller Attachment

2nd choice: _____

3rd choice: _____

Team Procedures

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

Friday, 2:30 pm, SITE Building

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:

As everyone has a phone, texting will be the quickest and most effective way to reach each other, updating the group on their statuses and other communications like availability and reminders, etc.

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

The decision-making policy will be majority vote. As long as everyone is onboard with an idea, or at least everyone can find a compromise, the decision will be made. We will ensure no one will be left out of these ideas and will make sure of everyone being okay with the decision before moving on to prevent future conflicts.

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 agenda for every meeting will be conditional on what everyone's status is. To-do lists with the project deliverables will ensure everyone is on track and follow the Gantt chart to ensure everyone stays on top of their deliverables. Everyone should be making sure the meeting stays on-task but will make sure by ensuring the meeting is on-topic every few minutes.

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?):

Meeting minutes and notes will be recorded by everyone and will be incorporated as soon as possible into the deliverables we produce.

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.):

Our team aims to produce a standard of work that reflects our different contributions and one that meets the professor's expectations (i.e. follows the rubric).

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

To fulfill these standards, proper communication, team consensus, and engagement with the overall goal and vision of our project is imperative. The team members will complete their assigned tasks/deliverables on time and allow additional time for reviewing if any changes are necessary.

Team Participation

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

The team will have a leader designated to oversee tasks and distribute work effectively while considering everyone's ideas and contributions. This same individual will conduct check-ins with each group member to ensure that progress is being made.

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

Group brainstorming will occur during meetings to gather ideas. All decisions will be a result of a team collaboration. Meeting notes will be written on shared documents to ensure inclusion of all members. Additionally, our team will have bi-weekly ice breakers to maintain a healthy group dynamic and to allow for a stronger team relationship to form; promoting comfortability amongst group members.

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

There will be regular team meetings and check-ins. Each meeting will follow a clear agenda with goals set to achieve. The Gantt chart will be regularly under review to make sure that timelines are being followed.

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

Our preference for leadership is an informal relationship with a designated leader who will have final say in decisions and responsibility of disciplinary action with team members who are not abiding by the team contract.

Personal Accountability

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

It is expected for every individual to be present at all team meetings and to provide a notice of absence at least 24 hours in advance. Effective communication is expected at all times. If a team member cannot be present at a meeting, the other team members are responsible for letting the team member know what their responsibilities are.

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

All timelines and deadlines should be respected, and reports should be submitted on time. All team members will be aware of all decisions and changes made throughout the writing process. Each member must have at least 1 other team member check their work before going to the team leader. The team leader will then make the final decision on whether or not the work is adequate.

3. Expected level of communication with other team members:

All members should be responsive and active in the team group chat and be up to date with information pertinent to our deliverables. The team leader will be responsible for any and all questions asked by the team or to organize a way to get answers when it pertains to the project.

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

Commitment and investment to the team's vision and goals is expected from all members during team meetings, team discussions, team votes and group work. All members are to participate in votes and discussions. However, the leader will have the final say at the end of each vote.

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:

1st infraction will be a warning from the group leader to the team member as something could have come up, 2nd will be brought up to TA's and PM's as this is now starting to become a pattern especially if the first two infraction happen within a close time period, 3rd will be brought up to the professor so that all levels of leadership is informed. If another infraction is had expulsion form the group may result for the member with the infractions.

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

If infractions continue expulsion from the group will be the last resort for disciplinary action resulting in the person with the infractions being kicked out of the group forfeiting all marks associated with the group project.

- 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) _____ Jonathan Swyer, 300311549 _____ date _____ 2024-09-13 _____

2) _____ Matthew Chan-Barcellos, 300361177 _____ date _____ 2024-09-13 _____

3) _____ Nathan Malench 300353993 _____ date _____ 2024-09-15 _____

4) _____ Brynn Dowson 300368351 _____ date _____ 2024-09-15 _____

5) _____ Greyson Lee 300364983 _____ date _____ 2024-09-15 _____

6) _____ Dani Oroszlan 300352914 _____ date _____ 2024-09-15 _____

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