

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 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

GNG2101, Section # A00

Team Members:

- 1) Mathew Oliviera
- 2) Ben de Gans
- 3) Danny Abdel Bary
- 4) Sahil Shukla

Team Procedures

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

In-person meetings will be held every Wednesday after the GNG2102 lecture from 4:00pm to 5:30pm.

1 digital meeting will be held every weekend whenever all group members are available.

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:

The group will communicate using Discord.

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

Decisions will be made by consensus. If a consensus is not reached, the group will discuss what changes are needed to reach 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?):

A google sheet will be made that is always available in the discord sever where any team members can add any topics that they wish to be discussed at the next 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 google sheet will include a separate tab that will be used for any necessary recordkeeping

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.):

A finished product which meets the requirements set out by the client with a sufficient level of quality.

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

Division of labor based off the strengths of each group member, proper organization to ensure that every team member completes their assigned work.

Team Participation

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

A group meeting will be held to formulate a task list and assign each task to members of the group depending on their individual strengths.

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

We will ensure that all ideas are given equal opportunity by listening to the ideas as a group.

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

A Gantt chart will be created to determine and plan how long each task will take, and the google sheet will be used to ensure that any difficulties being encountered are discussed and a solution is found.

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

There will not be a formal team leader, however if entirely necessary a leader will be assigned on a per task basis based on which group member will be able to properly coordinate the group to complete the task.

Personal Accountability

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

100% meeting attendance is expected from all team members unless there are extenuating circumstances. All team members are expected to arrive on time.

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

100% responsibility is expected from each team member for their assigned task. If help is needed, then asking another team member for help is alright provided they are not too busy. If the task is not completed or is completed with a poor level of quality, then a warning will be given, and the task will be reassigned to another group member who will attempt to fix the work before the deadline

3. Expected level of communication with other team members:

90% communication is expected. Each team member is expected to communicate any progress and any difficulties faced while completing your tasks

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

100% all team members are expected to be fully committed to any team decisions made and any group tasks are expected to be done with full commitment

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:

There will be no second chances. The first infraction will result in a verbal warning and the second infraction will result in notifying the professor about the problem

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

Any future infraction will result in reporting the issue directly to 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) Matthew Olivier date 09-11-2024
- 2) Ben de Gaur date 09-11-2024
- 3) Sahin date 09-11-2024
- 4) Jimmy date 09-11-2024

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