

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 working 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 # B00 Team # 2 Team Name: 2ManyRobots

Team Members:

- 1) Samuel Durocher
- 2) Linh Nguyen
- 3) Ethan Harvey
- 4) Timotej Mason
- 5) Charles Tanagho

Team Procedures

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

The team will meet on Tuesdays, each week, at 3 pm at STEM unless required to move due to conflicts or due to distance. Additional meetings will be held throughout the week if necessary and will be arranged by Ethan Harvey. Any conflicts with meeting times will be addressed to Ethan Harvey, who will adjust meeting times and locations to accommodate any issues.

2. Preferred method of communication:

Members will communicate through Microsoft teams as well as an iMessage group chat that all members have access to. Trello will also be used communally for task management.

3. Decision-making policy:

A consensus is always preferred over a vote, but, if necessary, conflict in decision making will result in a majority vote scenario. If a member is unhappy with a decision, the member will be accommodated if possible. All ideas will be considered and acknowledged in a group discussion and will be recorded by Ethan Harvey to allow reconsideration if needed.

4. Method for setting and following meeting agendas:

Samuel Durocher will manage a dedicated Trello card for the meeting agenda. Group members will add to the Trello card and Samuel will organize the wants of the members and make an agenda

for every team meeting. This agenda will be presented by Samuel, and Samuel will be responsible to keep the meeting aligned with the agenda.

5. Method of **record keeping**:

Each member will record the amount of time spent on assignments in Trello to budget time use and to keep the amount of work done by even and consistent between group members. If a group member is doing too much and pulling the slack of another member, a person will be appointed to confront the member with slack to negotiate how they could find more time. Timotej Mason & Linh Nguyen will record meeting minutes and update the Trello board.

6. Member role and responsibilities, and role rotation matrix in the project team:

The roles throughout the group will alternate weekly to allow each member input on every facet of the project and ensure no member gets stuck in an unpleasant position. During the team meeting on September 24th, the group will discuss their assignments for the first week. Moving forward, each week the assignments will rotate. The weekly assignments may be modified after being discussed in meetings to better distribute workload. Charles Tanagho will adjust role assignments if needed after our weekly group meeting and ensure that members are aware of and maintaining their given roles.

7. Conflict Management and Disagreements:

In the case of a conflict within the team, a meeting will be called as soon as possible to have the conflict resolved. Tension between members will be resolved quickly as to increase productivity and cooperation. Issues that arise will be acknowledged immediately to ensure tension and frustration does not build up. Issues will be discussed, and the result/impact of the issue examined.

Team Expectations

Work Quality

1. **Project standards:**

The groups products are expected to be at the highest quality within our current skillset and knowledge base. The work must meet deadlines and meet a high standard of quality. In collaborative settings such as team meetings, members are expected to pull their own weight to maintain the conversation. The group should strive for the highest quality possible.

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

Each group member will review all tasks completed before submission from all other group members to maintain level of quality in each aspect of the project. Presentations and dialogue are to be practiced individually in order to attend practice sessions with groups and to meet the standard set by the team. Thorough individual research is expected from each member for every aspect of every assignment to maintain quality of work and stay informed.

Team Participation

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

To ensure cooperation and equal distribution between members, every team meeting held each member will present what they have accomplished in their allotted time, and the Trello board will be referenced to gauge efficiency and quality of work. During regular meetings, work will be divided up depending on the roles of each member and workload of each subject. Every other day, the group will be asked on how their respective assignments are being handled and support may be offered if the workload is more than expected. If a member's workload is too high, the work can either be handled as a group or individual members may personally assist.

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

Team meetings will consist of each member contributing/inputting commonly and where applicable to maintain communication and teamwork. Feedback from each group member is encouraged and should be discussed to improve the quality of the team. If a member is not communicating, that member may be encouraged to talk more. Each member will be asked explicitly for their input at regular meetings.

3. Strategies for keeping on task :

To keep on task, multiple strategies will be used. Check ins every other day are mandatory and expected from each member of the group, in order to maintain communication. A mixture of soft and hard due dates will be necessary to keep each member aware of when deliverables are expected. These will be added to the Trello board. Team meetings will discuss work assigned and at what interval they are expected.

4. Preferences for leadership:

The group will have no set leader or main member but may have temporary leadership positions based on context or a member anchoring an aspect of the project. Preferably a type of shared leadership will be implemented, where a consensus decision be used for important matters, with a vote being used where a consensus cannot be reached. Each opinion should be included to maintain communication and equality in the group.

Personal Accountability

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

The members of the team are expected to be punctual to every meeting, and bringing required equipment, data or deliverables if applicable. Inability to do so will mean the member is accountable for any mistakes made due to lack of material or information. This could possibly mean increased workload. If presented a valid reason, then the member may be excused if the team agrees it's a fair reason.

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

Members are expected to complete assignments before soft or hard due dates, though contextual exceptions may be given to soft due. Members are expected to work effectively and efficiently to deliver the expected product or deliverable without reducing the pace of other group members. If requirements or expectations for the project aren't met by the team member(s) then the workload will be taken over collectively to complete work. If this is necessary, a team meeting will be called to discuss the efforts of the relevant team member(s).

3. Expected level of communication with other team members:

Full communication is always expected by every member when possible. If emailed, texted, or messaged, members are expected to respond, when possible, within 24 hours. If the member presents a good reason for the lack of communication, then the reason can be discussed, and an excuse may be accepted.

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

If a decision is agreed by the team members at a team meeting, then the commitment from every member to their responsibilities must be at 100%. If a decision is agreed upon it is expected of the member to honour the majority vote or consensus and maintain their end of the project/task.

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:

If an infraction occurs by a team member, it will be added to the agenda of the next meeting and discussed openly.

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

If infractions continue, a team meeting will be held to discuss the team member who continues to have infractions against them to understand how to move forward with or without them. If project deliverables cannot be submitted due to a specific member, then a TA or PM may be contacted for assistance/guidance.

- 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) Samuel Durocher, date: 2024-09-21
- 2) Linh Nguyen, date: 2024-09-21
- 3) Ethan Harvey, date: 2024-09-21
- 4) Charles Tanagho, date: 2024-09-21
- 5) Timotej Mason, date: 2024-09-21

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