

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

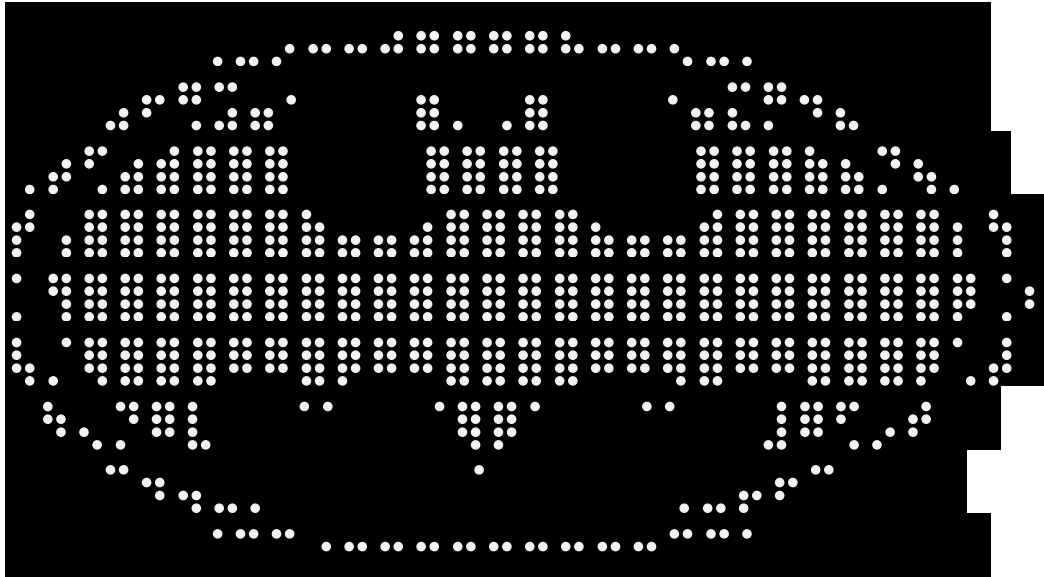
Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each 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 # C04 Team # 18 Team Name: The Dark Knights



Team Members:

- 1) Adam Sirota
- 2) Brayden Fitzgerald
- 3) Hala Aldahoun
- 4) Rami Mosleh
- 5) Jordan Draper

Team Procedures

1. Day, time, and place for regular **team meetings**:
Every Thursday from 2:30 PM to 4:00 PM, virtual.
2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) to discuss the project and to inform each other of team meetings, announcements, updates, reminders, and problems:

Instagram (group chat message) is the preferred method for communication, along with Microsoft Teams.

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

Our group will take a democratic approach to finalizing decision for the design project.

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?):

Once our meeting times have been agreed on, the one who has the role “Project Manager” will set each agenda for the week that he/she has this role. Every Monday, he/she will send out reminders via our Instagram group chat to keep every member aware and responsive. In addition, he/she will be responsible for the team following the agenda during a team meeting. Prior to each meeting, he/she lists major topics he/she would like to discuss to make sure we stay on track and delegate our meeting time effectively.

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 responsibility of recording and disseminating minutes falls to whoever has been given the role of report writer and marketer for the week. Minutes will be recorded either with pen and paper or digitally. Minutes will be shared through the Microsoft Teams group message. Agendas and minutes will also be shared and kept in the Microsoft teams group message.

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, each member is expected to contribute 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, allowing each member 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.

Name	Role	Responsibilities	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Jordan	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
Adam	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
Hala	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
Brayden	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
Rami	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?

Should conflicts arise in the group, they must not be avoided and should be addressed as a group if those involved agree. Collaboration, accommodation, and compromise will be used as conflict resolution strategies. Conflicts should be resolved so that all members involved feel heard and can grow from the conflict.

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.):

Depending on our situation, our team needs to have presentations that address only the client's needs, concerns, and issues and to have collaborative writing where everyone does a part of the report and where the other teammates review what this person wrote depending on this subject. In addition, everyone should do his research by grabbing any info that he/she found and by generating ideas that would be beneficial to our project. We are not aiming for a high-quality level or low-quality level. We just need each one of us to put in the deserved effort for this problem to be solved.

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

To fulfill these standards, we would have a team discussion regarding the work of each person. In addition, using Trello, we would set also tasks that need to be done before time.

Team Participation

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

Using Trello and depending on the "Role Rotation Matrix of Members" document, we would ensure that each one of us has equal and distributive tasks that can be easier to do before time and we would make sure that this task isn't time-consuming for any of our group members. This would ensure cooperation and equal distribution of tasks.

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

At the start of the group meeting, we are going to offer 20 minutes for team members to discuss and share any ideas that would be helpful to our project. We are going to let each person write in a paper their ideas and then after 5-10 minutes, we as a group are going to read what each person wrote and take the valuable points that could be added to our project.

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

Using Trello, we would set deadlines for each task that needs to be done and check on each group member if they finished this task or need some help to tackle it.

4. leadership preferences (informal, formal, individual, shared):

We would say that the leadership of the team should be shared between all its group members because each one of us has something to add and each one of us has the same goal which is our project. There are some differences, but these differences built a stronger group and a project that won't have any gaps in any specific fields.

Personal Accountability

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

Everyone is expected to attend all scheduled meetings and arrive on time. Active participation is important, so please come prepared to share your thoughts and updates. If you can't make it, please let the team know in advance.

While we understand things happen, repeated absences or lateness can affect our progress. If someone misses multiple meetings without notice, we may need to talk about how to keep them in the loop. We want to create a team environment where everyone feels included and valued, and we appreciate your commitment to this goal.

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

Each team member is expected to take responsibility for their assigned tasks and complete them by the agreed-upon deadlines. It's important to communicate any challenges you face so we can work together to find solutions. If you're unable to meet a deadline, please inform the team as soon as possible.

Meeting our timelines helps keep the project on track, and we all rely on each other to do our part. If someone consistently misses deadlines without communication, we may need to discuss how to better support them. Our goal is to work together effectively and ensure everyone contributes to our success.

3. Expected level of communication with other team members:

Good communication is key to our team's success. Each of us should keep in touch regularly, sharing updates and any challenges we face. We can use tools like email, group chats, and project management apps to stay connected. If anyone has a problem or concern, it's important to reach out to each other quickly. We should listen actively and speak respectfully to create a supportive environment. Regular check-ins, whether formal or casual, will help us stay on the same page and work well together.

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

Each team member is expected to fully commit to the decisions we make as a group. When we discuss options and reach a consensus through voting or collaboration, everyone must support the chosen direction, even if it differs from their initial views. This unity helps us move forward effectively and maintain a positive team dynamic. If anyone has concerns about a decision, they should feel comfortable discussing it, but once a decision is made, we all need to work together to implement it. Supporting each other in this way is essential for our success.

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:

The first step to handling an infraction involved with the obligations of the team contract is to acknowledge what happened, and why. Once we get some more information on why this infraction occurred, we will offer support to the team members and help them overcome any challenges they may have. The team should then implement some type of minor verbal warning to ensure that not many more infractions happen in the near future so that our team stays strong and successful.

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

If the infractions continue, and the verbal warnings and support offerings from other team members are not enough, the best option for our group would be to bring instructors in and let them know about the continuous infractions. This should resolve the issue and keep our team moving forward.

- 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) Adam Sirota --- date: September 21, 2024
- 2) Jordan Draper --- date: September 21, 2024
- 3) Brayden Fitzgerald --- date: September 21, 2024
- 4) Hala Aldahoun --- date: September 21, 2024

5) Rami Mosleh --- date: September 22, 2024

* This template was adapted from

https://cns.utexas.edu/images/CNS/TIDES/teachingportal/Team_Contract.doc