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 a 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 # E01 Team # 3 Team Name: V.ORB Team Members:

1) Malcolm Ross

2) Krithivaas Vyas

3) James Bugeaud

4) Mohammad Odeh

Team Procedures

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

Time : Every Wednesday 11:30 AM
Location: Online google meet.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Brightspace 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:

Instagram and outlook email.

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

Majority Vote and in case of a split decision we go ahead with rock paper scissors.

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?):

James is in charge of setting up agendas and making sure team members stick to them during team meetings. A bullet point list will be used to ensure every topic is addressed. The team will be notified via email/Instagram a few days before the meeting. Trello software will be used to assign tasks and keep track of projects.

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?):

Malcolm will be in charge of record keeping. Writing notes and summarising group discussions as meeting proceeds will be done by him. These notes will later be shared to the whole group via Outlook or Instagram if needed.

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, it is expected that each member contributes 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, providing each member with the opportunity 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.

James will start as Designer and Quality Control, Malcolm will start as Engineer, Mohammad will start as Report Writer and Marketer, and Krithivaas will be the Project Manager.

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?

We'll take in the concerns of each member of the group, and then agree on a mutual compromise while trying to get the best interest of the ones currently in 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.?):

While we can not expect industry-level quality, work shared within the group should at minimum communicate what has and has not been completed so other members can pick up the task if the originally designated member does not have the skills or time to do it. Peer reviews should be done through concise and actionable comments on the document rather than just overwriting existing work, which should also help prevent conflicts. For team presentations, each member is expected to speak even if some were designated to do the majority of the work in preparing the presentation material. When speaking to clients, it is important that the team speaks professionally rather than casually.

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

Making sure the tasks assigned to members are fulfilled by them before the deadline with appropriate standards. Ensuring team collaboration and attending team meetings regularly. For submitted work, writing should be passed for review to at least one other member, preferably the report writer or quality controller, to scrub out grammatical and spelling errors and ensure the intended message is being best conveyed. For team presentations, each member should at least present the segment of the project they completed as they are likely the most knowledgeable of it. Incomplete tasks can be marked as such in advance in Trello so efforts to keep on track can be coordinated.

Team Participation

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

The member holding the role of project manager can confirm task distribution with each member and discuss with them if there is a conflict, raising the matter to the rest of the group if the workload remains in contention. Tasks on Trello will always have a member designated to them before being posted.

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

Team members will be asked to discuss the state of their assigned task during weekly team meetings, which should encourage others to contribute their thoughts on the matter. By regularly sharing work with team members for review and making use of the role rotation matrix, everyone should have the opportunity to contribute somewhat to all aspects of the project.

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

Clear delegation of tasks with the Trello board as well as progress checks during weekly team meetings will help regulate each member's pace and progress. Within meetings, each member is expected to hold themselves accountable for keeping on task. In the event the team strays too far off course, the agenda keeper will be responsible for intervening steering the group back on topic.

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

Informal shared leadership with shared responsibility to all team members, the group will be using a majority vote for important decision making. Work delegation will be handled by general consensus. The group will hold each other accountable for all assigned tasks and due dates.

Personal Accountability

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

It is expected that each member will attend and participate, giving advance notice if circumstances make it infeasible. Anyone who doesn't participate will be prompted by other team members for their input. Punctuality is valued for group notes and task descriptions, but discussions can be more lax.

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

Team members are expected to complete all assigned tasks on time or communicate in advance if they cannot do it on time, so either the task can be transferred or a new timeline can be set.

3. Expected level of communication with other team members:

Everyone in the team should share ideas and get feedback with each other whenever it's needed, and should let all other members know if there's a scheduling conflict of some kind. It's important for everyone to communicate the moment something is needed by someone, or there's information that will be useful to other team members.

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

Team members are expected to adhere and respect all team decisions. Team members are expected to take responsibility for all tasks assigned to them and have all work done prior to all deadlines.

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:

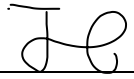
First infraction will be handled with a stern warning by all group members, in addition to a bad review on peer evaluation assessment.
For small infractions, the disrupting member will be warned that they will receive a poor evaluation from the rest of the group. Further low-level infractions can be raised to the TA and/or PM for their input.

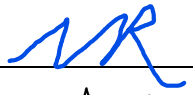
2. Describe what your team will do **if the infractions continue**:

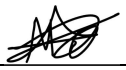
If the infractions continue, the issue will be communicated directly to the professor.

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) Krithivaas Vyas date: January 19, 2025

2) James Bugeaud  date: January 19, 2025

3) Malcolm Ross  date: January 19, 2025

4) Mohammad Odeh  date: January 19, 2025