

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 #F00 Team #10 _ Team Name _Innovators

Team Members:

- 1) Aaliyah Ansari
- 2) Benjamin De Vellis
- 3) Jennifer Tran
- 4) Sana Hosseini
- 5) Chaouki Dehane

Team Procedures

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

We will meet in labs (Monday 7-9:50 pm). Outside the lab, we will have another meeting (maybe Thursday/Friday weekly) – to be decided with team member input. We will also hold online Zoom/Teams meetings if necessary.

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:

Communication will be over Microsoft Teams, face to face, and via a group chat on a separate platform that is used more frequently by all of us (to be established).

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

We will make decisions by majority vote.

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?):

Meeting time and locations will be decided as a group, as well as the organization of an agenda which will track what specifically will be done in each meeting. To stay on track in meetings, the

agenda will be referred to frequently as group members check on each other, this means that we oversee each other when it comes to staying on track.

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?): Minutes will be recorded on Google Docs as it is likely we are all familiar with it. Each meeting, one person will be responsible for this task and we will alternate as the term goes on.

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.

Member Role Rotation Matrix in a Project Team of 5 members														
			Semester Week											
Name	Role	Responsibilities	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W10	W 11	W12
Aaliyah Ansari	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
Benjamin De Vellis	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
Jennifer Tran	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
Sana Hosseini	Reporter & 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
Chaouki Dehane	Quality Contr	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

	oller (Q)																
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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?

When a conflict arises, we will first discuss the conflict among all team members and allow the various/opposing perspectives to be heard. Then, to resolve the conflict, we will collaborate and compromise as necessary to keep the workflow efficient.

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 project standards include no grammatical errors, factual/correct information, preparedness for team presentations, and overall group responsibility.

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

To fulfill these standards, we will proofread each other's work, and allocate a reasonable amount of time to each task so that it isn't rushed nor take an unnecessary amount of time.

Team Participation

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

To ensure cooperation and equal distribution, we will divide up tasks as a group in meetings, and ensure each member understands and accepts responsibility for their tasks.

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

To encourage ideas from all members, we will have frequent group discussions to share ideas, implement the ability to anonymously share an idea, and prioritize creating a judgment free environment.

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

We will be using a Trello board to track our work and stay organized. We will keep updating each other on our current tasks/work regularly.

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

We will have shared leadership for the team. Any member should embrace the leadership role as they feel necessary. The formality of the team will not be a high priority as long as tasks are being completed to our project standards and on time.

Personal Accountability

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

All team members should make it a priority to attend and participate in all arranged team meetings. If a team member must miss a meeting, they should ensure they are up to date on what was discussed/worked on.

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

All team members will meet deadlines and notify the team if assistance is required on a certain task. Everyone will keep their Trello list up to date.

3. Expected level of communication with other team members:

There will be frequent communication through teams, meetings, labs, etc. to discuss tasks, progress, issues/conflicts, questions and suggestions.

4. Expected level of commitment to team decisions and tasks:
All team members should be involved in all team decisions. Team members should be responsible for the tasks they commit to.

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:


As a team, we will assess the infraction and discuss the cause, how we will overcome it, and what we will do to prevent it from happening again.

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

If previously discussed infractions continue, we will consult a TA or PM for guidance and take the necessary action required.

- 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)  _____ date Jan 21, 2025

2)  _____ date Jan 21, 2025
3) _____ date _____

4) _____ date _____

5) Sana Hosseini _____ date Jan 21, 2025

* This template was adapted from

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