

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 Blackboard.

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 # A

Team # 7

Team Members:

- 1) Omar Elrakhawy
- 2) Peter
- 3) Joshua Lai
- 4) Shadman Rahman
- 5) Nicolas Seguin

Team Procedures

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

Every Monday of the week at 1:00pm a UCU near the bookstore.

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:

Facebook messenger

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

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?):

The team will assign two captains who will surely take lead in the project in collaboration.

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 team will assign one person for record keeping and all information will be stored in a google document shared among team members.

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.):

Individual research.

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

Each team member will be assigned a part of the research that they must complete.

Team Participation

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

Equally distribute tasks depending on length and weight of research.

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

When the task will be distributed, we will have everyone on the team to input their ideas for each task, regardless if it was assigned to them or not.

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

Regular weekly meeting to ensure everyone knows what they are doing.
Also of course regular messaging.

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

Shared

Personal Accountability

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

Everyone is expected to arrive at the weekly meetings on time.

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

Deadlines will be set for each task and are expected to be met by all team members.

3. Expected level of communication with other team members:

Regular communicate with all team members.

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

Everyone is expected to provide an input for each 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:

The person gets a maximum of three chances if they are not to follow procedures and/or fulfill expectations.

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

Since the person is failing to follow procedures and fulfill expectations, he or she is preventing the team from advancing, therefore ideally he or she will be removed from the group.

- 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) <u>S. Bahman</u>	date <u>Jan 15, 2017</u>
2) <u>Omara Ubra Phany</u>	date <u>Jan 19, 2017</u>
3) <u>Ueda Legai</u>	date <u>Jan 19, 2017</u>
4) <u>Hanguang Huang</u>	date <u>Jan 19, 2017</u>
5) <u>[Signature]</u>	date <u>Jan 19, 2017</u>

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