# **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 # F00 Team # \_\_\_14\_\_\_ Team Name \_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_**

**Team Members:**

1) Wade Stanley

2) Ramya Patel

3) Jacob Thom

4) Samuel Cadotte

5) Ethan Zhang

# **Team Procedures**

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

Sunday Morning at Morisset Library

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:

Microsoft teams

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

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?):

Can follow the schedule given to us and discuss what needs to be talked about previous to the meeting time.

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?):

We can use a document to keep track of everything that was said and what is to be completed during the meeting.

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** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W110** | **W111** | **W112** |
| Ramya | 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 |
| Samuel | 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 |
| Ethan | 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 |
| Jacob | 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 |
| Wade | 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?

Talk it out within the team and if things get too out of hand we can call in the TA’s to help us.

# **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.?):

Looking for a professional level of quality from all within the group.

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

Keeping everyone on track and making sure that they get their jobs done on time.

## **Team Participation**

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

Follow the table closely.

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

Include polls and make sure everyone is participating within conversations.

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

Follow Trello boards and deadlines.

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

Shared leadership.

## **Personal Accountability**

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

Always show up unless a true scheduling conflict arises.

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

Always finish our team assignments and follow deadlines.

3. Expected level of communication with other team members:

Each person is expected to check teams at least once a day.

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

Everyone is expected to put in the amount of effort/time they need to professionally finish their work.

# **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 talk within the group to resolve issue or a strike system, and if things get bad include the TA.

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

Include the TA.

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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) Wade Stanley date January 19th, 2025

2) Ethan Zhang date January 19 2025

3) Jacob Thom date January 19th 2025

4) Samuel Cadotte date January 19th 2025

5) Ramya Patel data January 19th 2025

\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teachingportal/**Team**\_**Contract**.doc