

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 # _____

Team # _____

Team Members:

1) _____ Alyssa Wang

2) _____ Yomna Elsahli

3) _____ Antonia Zupu

4) _____ Abdullah Abdelmajeed

5) _____ Spencer Henry

Team Procedures

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

We will meet at least once a week during our lab session on Mondays from 2:30 to 5:20.

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:

We have an active snapchat group where we constantly update each other on the project's progress. We will also be using Trello to organize all of our tasks and it can be checked if someone wants information regarding their individual responsibilities and deadlines.

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

The team will be making decisions by consensus. A majority vote is not a good idea as it can build resentment between the disagreeing team members. Also, people are more likely to produce better quality work if they are working on something they agree with, rather than working on something they are forced to do.

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?):

Meetings will be set up through the group chat we made or face to face after a consensus has been reached on the place and time of the meeting. Each team member is responsible to show up at the team meetings and keep themselves on track according to their agenda.

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 will use Trello as our agenda to organize our tasks and deadlines. This is accessible to all members and will help us keep on schedule. During each meeting, one team member, Alyssa, will record the details of the things discussed. These meeting minutes will include meeting goals, the work completed, and the work needed to be done by the next meeting. This will be created and shared on google docs such that everyone is able to check it when needed.

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.):

The quality of work will be held to certain standards appointed by the group. Work done by individuals will be briefly reviewed and discussed during the meetings. Presentation and writings are expected to be thought out and well performed. Research should be interesting and must be done through recognized peer reviewed sources. Drafts are made and discussed by group members.

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

In every meeting we will not only discuss what's left to be done but also what has been done by each member. This way the group can assess the quality of work done by individuals and better manage resources by assigning less work or extra time and help to members who might be the weakest links in the chain.

Team Participation

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

Work will be assigned on an equal basis as determined by the group. The meetings will include discussions on ongoing tasks. Members will be given the chance to ask for help and help will be presented as needed.

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

The meetings will be a platform for innovations as the discussions on ongoing and upcoming tasks would give members a chance to throw ideas around. Every member's input will be encouraged and every member's opinion is required for each idea.

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

We will stay on task by ensuring that all meetings are free of distractions (phones away and project material out). We can also stay focused by creating a list of goals that need to be completed before the end of the meeting and not dismissing meetings until they are done.

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

Informal and shared. Different group members will step up and take leadership if they feel like they need to.

Personal Accountability

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

All members of the team are expected to be at the scheduled meetings unless extenuating circumstances prevent.

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

Deadlines are expected to be met unless that group member expresses concern about meeting it prior to the day of the deadline. If a member is struggling to meet a deadline, then the group will collectively decide what to—such as having another member help with that task.

3. Expected level of communication with other team members:

The group members will stay active and maintain strong communication in our group chat. Replies should be quick and should never go one day unanswered.

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

All members are expected to follow through with the decisions the team makes in consensus.

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, the group will discuss the severity of the infraction and whether or not the person who committed said infraction had a solid reason for doing so. If the group deems the reason as illegitimate, then a severe warning will be given.

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

If the infractions continue then it is clear that the group interventions are not working and the group will be forced to inform our supervisors (PM/TA) and the professor and leave it up to them to decide the consequences.

- 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 18/01/20
- 2)  date 18/01/20
- 3)  date 18/01/20
- 4)  date 18/01/20
- 5)  date 18/01/20

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