

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 # C

Team # 6

Team Members:

- 1) Rikki Romana
- 2) Parsa Sheykhokleslami
- 3) Viktor Stojanovic
- 4) David Trefa
- 5) Abdelrahman Nasr

Team Procedures

1. Day, time, and place for regular **team meetings**:
Days: Main meetings are every Saturday; sub meetings are Monday or Thursday
Time: 12:30 pm (Saturdays); 1:00 pm (Monday or Thursdays)
Place: Learning Cross roads ... or SITE, if CRX is full.
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:
Our preferred method of communication is Discord, a messaging app where we send important documents, links, announcements, updates and reminders for important dates and meetings. This app also allows us to video chat. We also use email in addition to this.
3. **Decision-making policy** (by consensus? by majority vote?):
Our decision-making policy will be majority vote. Our group's motion will be based on the alternative that was voted by more than half of the members (3/5 people).
4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/remembered? 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?):
An agenda set by Rikki will be created before each meeting. Before the official agenda is set, the tentative agenda will be sent on Discord a day before the meeting for team approval. The agenda will contain the points we will be discussing during the meeting along with the day, time, and place reminder. Viktor will be responsible for the team following the agenda during the meeting.
5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? the meeting. How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):
Rikki will be responsible for typing the minutes during each meeting that include everything we talked about and reminders. An official and organized minutes document will be sent on Discord on the same day we had our meeting. Agendas and minutes will also be kept in a Google Doc folder which is shared to every group member for easy access. Following the agenda in order will help keep the team on track during a meeting.

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.):

It is expected for everyone to work to the best of his/her's ability. The group is aiming for a high level of quality for team presentations, collaborative writing, individual research, etc.

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

Some strategies to fulfill these standards are working every week to fulfill any of the work, having weekly meetings where everyone updates on his or her work performance, and have partner/team work groups for tasks that are difficult.

Team Participation

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

Some strategies to ensure this are giving and/or dividing activities and tasks to everyone during every meeting, and everyone is expected to give a report on his or her work performance during every meeting to ensure everyone is cooperating and there is an equal distribution of tasks.

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

Some strategies for encouraging/including ideas from everyone is to have an open discussion for ideas at the end of every meeting. Everyone is encouraged to share ideas during meeting and on Discord.

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

Strategies for keeping on task is to have everyone present his or her task report during every meeting to ensure everyone is not off track. The group will also create group checklists on Trello where everyone can see if others are on track. Deadlines for tasks will be set, and there will be goals for each task.

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

The preferred type of leadership is informal and shared. The leadership for ensuring responsibilities are shared, but meetings have a somewhat informal leadership.

Personal Accountability

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

It is expected that every group member will attend every meeting and be on time, unless there is an emergency or inconvenience. If a member cannot attend a meeting, they must inform the group at least 2 hours before the meeting. Everyone is expected to actively participate in every meeting.

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

Everyone is expected to have full responsibility for his or her task and must always fulfill them before the deadline. Everyone is expected to know the timelines and when deadlines are. Deadlines and timelines are reminded during every meeting and are posted on the minutes and Discord. If someone cannot finish a deadline on time due to an inconvenience or need help, he or she must tell the group to fix this problem.

3. Expected level of communication with other team members:

Good communication is important for a team to succeed. Everyone is expected to always read the messages sent on Discord and e-mail; notifications must be on and everyone is expected to reply if needed. Complete level of communication is expected during every meeting.

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

It's expected to have full level of commitment to tasks and team decisions. However, when needed, decisions can be re-decided on.

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:

If there are any infractions, this issue for the infraction will be communicated to the person and will be given a warning. For the third infraction, an intervention from the group will occur and will remind the importance of commitments and responsibilities and how to move forward.

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

If the infractions continue, the group will report it to the professor that this is reoccurring.

- 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) Rikki Romana date Jan. 18th/20
- 2) [Signature] date Jan. 18th/20
- 3) [Signature] date Jan. 18th/20
- 4) Daryl Toba date Jan. 18th/20
- 5) [Signature] date Jan. 18th/20

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