



17-313 Recitation 2: Team Contract Workshop

Please sit with your teams!

Intros!



Similarities

- Find at least 3 things that every group member has in common
- Once done, raise your hand and share them with the class
- This is a race – try to be fast!



Come up with a team name!

"Should be unique, pronounceable, short, and something you would be proud to shout in your team cheer on the streets of Pittsburgh in the presence of small, impressionable, multilingual children." – Project 2 handout

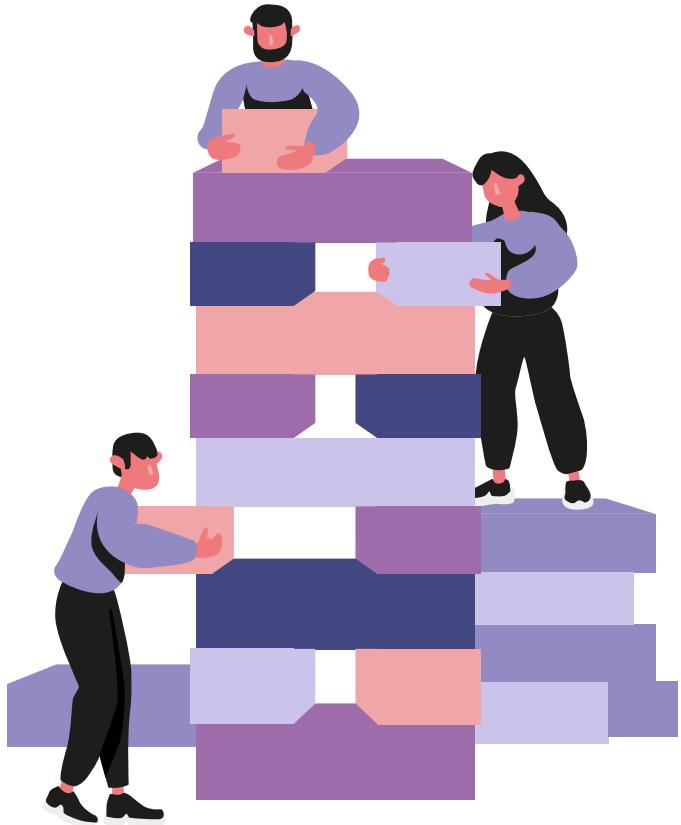


Teamwork!

Starting from P2, you'll be working with your assigned teams. To ensure things go smoothly:

- Set clear expectations
- Establish effective communication channels
- Define roles and responsibilities for each team member
- Develop a structured process for decision-making and conflict resolution

Part of P2: Submit a team contract (written record of the discussions to be started in today's recitation).



General Techniques



- Create supportive team atmosphere
- Address issues promptly + seek input from the team
- Prioritize clarity and closure in communications
- Apply consistent standards across the team + enforce deadlines firmly
- Define specific deliverables to set clear expectations

Activity Overview

1. For each part (A, B, C), talk through associated questions as a team
2. Write concise statements summarizing your discussion in rough draft of your team contract
3. Discuss findings as a class. Pay attention – some teams might have brought up something you missed!



Part A: Expectations



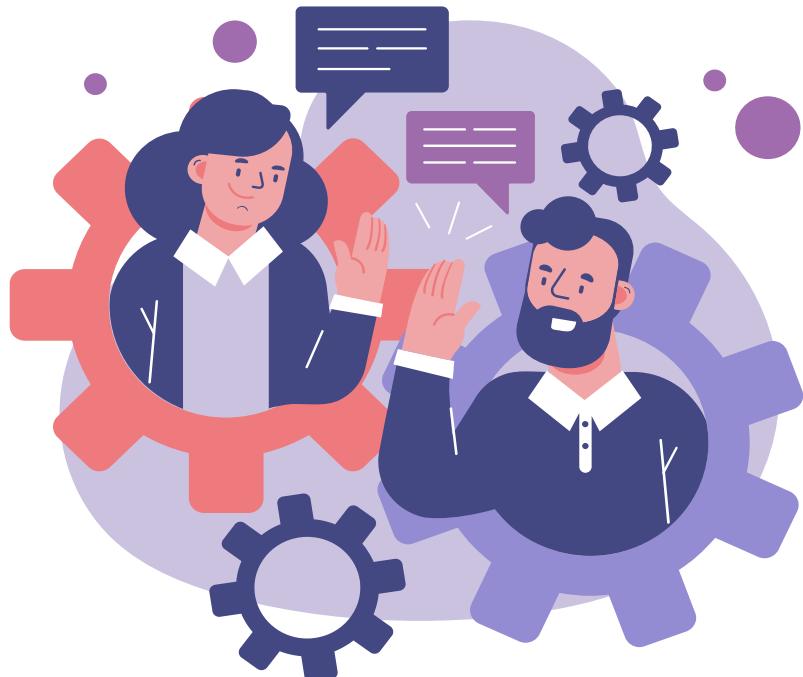
- How much time is each team member expected to be putting into working on 17-313 projects?
- How will you deal with unforeseen circumstances affecting team members (e.g. sickness, interviews, competitions)?
- How will team members be kept accountable for their contributions?

Part B: Communication & Scheduling

- When will your team meet? Setting aside a day and time for recurring meetings is a big marker of team success.
- What platform(s) will your team be using to communicate? How quickly should team members respond?
- Will you meet in person or via Zoom? What are the expectations or non-negotiables for these meetings?
- If a deadline is approaching and tasks remain incomplete, how will you convene and communicate to ensure completion?



Part C: Responsibilities & Conflict Resolution



- How will responsibilities and tasks be divided among team members?
- Who will be responsible for organizing, facilitating, and taking notes during meetings? How will this responsibility rotate?
- How will the team address any issues related to teamwork that may arise?
- What steps will the team take if a member is contributing too little, and at what point will this issue be escalated to the instructors?

Good luck, and have fun!

