Team Contracts

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:
- bringing coffee/donuts when last team meeting was missed,
- mark down in peer evaluation when coming to class or team meetings unprepared three times,
- **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

A. Preparation for team contract	Fill out this sheet during your first tutorial.
B. Team contract template	You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site.
C. Team contract discussion worksheet	Use this in your first tutorial
D. Examples	Some examples of policies and consequences

A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

Member 1: Xiang Yu Shi

1. What do I want to get out of the team project?

a. What do I want to learn?	Programming in GUI, Team Management, UI/UX design
b. How do I learn?	Watching some tutorial videos, trial and error
c. What are my goals for the project?	Attractive and practical UI, good grade
d. What are my hopes and fears about the group?	Hope: working remotely is as effective and efficient as in-person group project Fears: Team members is not responsive and leave everything towards the deadline

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team…)	both GUI and back-end programming in python, java, c#, a little bit machine learning, software testing
b. Special skills (that I can teach/coach/contribute…)	team management and code repository management, programming

3. My Personal Preferences and Work Styles are:

Come prepared before meeting, weekly (even daily) meeting to make sure everyone is on the same page.
Work hard and efficient as everyone else, treat every group member equally. Make sure to finish my part on time.
Be supportive and responsive due to this online course mode.

Member 2: Minh Hang Chu

1. What do I want to get out of the team project?

e. What do I want to learn?	Programming, UX/UI Design Concepts, Team Management, Prototyping, Communication, Project and Product Management
f. How do I learn?	Reading a Text, Watching a Video, Trial and Errors, Asking questions to TAs, Prof and teammates
g. What are my goals for the project?	Good Grades, Attractive App Design, Smart A.I., Production Management Skills
h. What are my hopes and fears about the group?	Fears: Project will take too much time, working close to deadlines, we cannot decide on ideas, team members are not actively involving, working remotely might be hard Hope: We pull together and complete projects, avoid conflict

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team…)	Programming, Graphic Design, Web Design, Photoshop and Adobe Suite, Powerpoint Presentation
b. Special skills (that I can teach/coach/ contribute…)	Technical Writing, Conflict Resolution, Programming, team management and project management

3. My Personal Preferences and Work Styles are:

Clear communication and planning, prefer agile methodologies in production. Not leaving projects till the last minute.
Everyone actively works on projects. Everyone is responsible and diligent for assigned works
Prefer to be in a supportive team with team building activities so that we get to know each other and work together better.

Member 3: Yunfan Yang

1. What do I want to get out of the team project?

i. What do I want to learn?	UI/UX Design, Collaborating work
j. How do I learn?	Lecture slides, online researching, experiencing
k. What are my goals for the project?	Attractive, fresh and highly usable User Interfaces with great user experience. Good grade.
l. What are my hopes and fears about the group?	Fears: Teammates are not working together. Me being too perfectionism and unintentionally pissing off other teammates. 70% introvert and afraid of communicating sometimes. Hopes: Mostly use my other 30% extroverts for communications and collaboration. Trying my best.

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team…)	Designing software Figma. Full-stack product developer (basically). Unprofessional UI/UX designing knowledge. Web development, and several other languages.
b. Special skills (that I can teach/coach/ contribute…)	How to make a full website, both front-end and back-end. Different designing styles: Microsoft Fluent/Fluid UI, Apple, Google Material Design. How to use Figma.

3. My Personal Preferences and Work Styles are:

We should communicate, plan and do. Finish everything by the deadline.
I would be focusing more on organizing, and small details. I have perfectionism but would try my best to not going too far.
Prefer to text rather than voice. Prefer to be a compatible and cooperative team.

Member 4: Nicolas Urrego

1. What do I want to get out of the team project?

m. What do I want to learn?	New programming languages, UI and UX design, Team management, improve app making skills
n. How do I learn?	Watching videos, looking at websites, looking through textbooks
o. What are my goals for the project?	Get a good grade, make a very interesting UI, make an UI that's very useful
p. What are my hopes and fears about the group?	Hopes are that we work as a team, rely on each other, and work hard. Fears are that we don't communicate, don't rely on each other, and that we don't work hard

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team…)	Web design, Team management, Programming
b. Special skills (that I can teach/coach/ contribute…)	Web design, Teach C++/Java/CSS/HTML

3. My Personal Preferences and Work Styles are:

Each work member has a task that has a deadline
If one of us has an issue with something, we should communicate and ask for help if necessary
Plan the whole project out throughout the semester and set the necessary deadlines that must be completed at a certain time

Member 5: Edward Mah

1. What do I want to get out of the team project?

q.	What do I want to learn?	UI design process, what makes a good UI, how to make an mobile app
r.	How do I learn?	Trial and error, examples, visual learner
s.	What are my goals for the project?	Good grade, good project that can be used on a portfolio
t.	What are my hopes and fears about the group?	Hope that everyone can work on the project, fear that we may have to crunch if not able to finish in time

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team…)	Programing, making simple UI
b. Special skills (that I can teach/coach/ contribute…)	Programming, teamwork, conflict resolution

3. My Personal Preferences and Work Styles are:

Splitting and working on project overtime
Working alone and coming together when stuck
Tasks finished at a certain deadline

B. Team Contract

Tutorial Section: **T03**   Team Number: **Team J**

1. Team Goals

Get a good grade, make a visually appealing application, create a useful application

2. Team Roles *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

Name	Roles
Xiang Yu Shi	*Architect, Code Reviewer, Coder*
Edward Mah	*Code Reviewer, Coder, Content strategist*
Minh Hang Chu	*Designer, Coordinator, Code Reviewer*
Nicolas Urrego	*Technical Writer, Code Reviewer, Coder*
Yunfan Yang	*Repository Manager, Code Reviewer, Coder*

3. Team Organization

How will you communicate?	**Microsoft Teams**
Where/when will you meet?	**Team J channel on Microsoft Teams, during tutorial time, and other planned time if necessary**
How will you share files?	**Team J channel on Microsoft Teams**
What operating system will you use?	**Windows / MacOS**
What editor(s) will you use?	**Notepad++, VS code**
What editing style will you use?	**Tabs for indentation, Appropriate use of white space, proper naming of naming and function, comment before every function**
Any additional considerations?	**prototyping tools**

4. Expectations from Team Members *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

Expectation	Consequence if expectation not met
Attend all meetings unless good reason not to	Warning one time, TA warning 2nd time
Deadline of task is met	Warning one time, TA warning 2nd time, 3rd time kick
Coming to team meetings Prepared	Mark down in peer evaluation
Communicate	Warning one time, TA warning 2nd time

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All team members participated in formulating the standards, roles, and procedures as stated in this contract. We understand that we are obligated to abide by these terms and conditions.

1) _____Xiang Yu Shi_____date_____2020/09/22_____

2) _____Minh Hang Chu _____date_____2020/09/22 _____

3) _____Edward Mah_____ date_____2020/09/22_____

4) _____Nicolas Urrego_____date_____2020/09/22_____

5) _____Yunfan Yang_____date_____2020/09/22_____

C. TEAM CONTRACT WORK SHEET: PART 2

Team Discussion Guidelines

1. What does each team member want to get out of this project or experience?
   a. What do I want to learn?
   b. How do I learn – by doing, by someone else explaining, by reading
   c. Goals for the project/experience – something to do with performance that isn't just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
   d. Hopes and fears about the group
2. What do I have to offer others?
   a. Previous experience that might be helpful to the members of the team
   b. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
   a. Great editor, lousy writer / Creative thinker
   b. Need to read material before talking about it
   c. Prefer to talk or brainstorm before reading
   d. Communicate best in person / Prefer e-mail to telephone
   e. Want to do individual work before team thinking sets in
   f. Prefer group discussion before developing my own position
   g. Annoying habits that I have that I will try to limit...
   h. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
   a. The team with regard to its project or task
   b. Each individual team member
5. Reach consensus on the team's goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
   a. Include procedures to be used in the event that a team member's performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
   b. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team's policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

D. Some examples

The ground rules for our team are:

— Come to all classes and be on time

— Come prepared and ready to participate in the team

— Listen actively to what others have to contribute

— Be supportive of the efforts and initiatives of others

— Criticize ideas, not people

— Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

— If a team member is unable to attend a class, s/he will notify the team ahead of time.

— If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.

— If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.