

Team Contracts – P0

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 in advance of your first tutorial.
B. Team contract template	Hand in a draft version of this by the second Friday lecture. You will receive feedback by the following Monday, and are expected to complete a final version by the following Friday. (For 2014F, this is Sept 19; feedback will be provided by Sept 22; final version due by Sept 26)
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)

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

a. What do I want to learn?	<i>How to design more efficient and user friendly software.</i>
b. How do I learn?	<i>Visual, Practical, Auditory</i>
c. What are my goals for the project?	<i>Good grades, skills to help our future endeavours (careers)</i>
d. What are my hopes and fears about the group?	<i>Project will take too much time, stuff will be left until last minute</i>

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

a. Previous experience (that might be useful to the team...)	<i>Web Dev, Java (UI), HCI design, Prototyping</i>
b. Special skills (that I can teach/coach/contribute...)	<i>Technical writing, web frameworks, prototyping, problem solving, creativity.</i>

3. My Personal Preferences and Work Styles are:

Organized - Outline deadlines. Clear and project layout. Clear and well documented code.
Communication - Keep other group members up to date on progress or roadblocks. Clearly establish goals and responsibilities.
Respect - Respect others ideas. Provide constructive feedback and support. Build off others ideas.

B. Team Contract

Date:

Tutorial Section: 1

Team Number: Team ACTS

1. Team Goals

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

Name	Roles
Colin Thompson	<i>Programmer, Architect</i>
Akaljot Sangha	<i>Programmer, Technical writer, Coordinator, Contact</i>
Yu-Hsiang Wen	<i>Programmer, Design</i>
Tyson Wasylik	<i>Programmer, Code reviewer, Design</i>

3. Team Organization

How will you communicate?	<i>Slack, email, in person.</i>
Where/when will you meet?	Tutorials, before lectures.
How will you share files?	<i>Github, slack</i>
What operating system will you use?	<i>Whatever anyone wants</i>
What editor(s) will you use?	<i>Personal Preference. Adobe XD for design, invision</i>
What editing style will you use?	Google standard for whatever language(s) we are using.
Any additional considerations?	

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 Most Meetings. Give a heads up if missing	Coffee for no notice or good reason.
Finishing Assigned Tasks By Deadline	<i>Ranging on severity.</i>
Be open to contributions and constructive criticism	

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) Colin Thompson date Jan 25th 2019
- 2) Akaljot Sangha date Jan 25th 2019
- 3) Yu-Hsiang Wen date Jan 25th 2019
- 4) Tyson Wasylik date Jan 25th 2019
- 5) _____ date _____

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.