

# Team Contract

## INST123

Course Section: 0103

Team Number and/or Name: Library Database Team (Group 6)

Date: 09/19/25

This team contract will set the procedures for the team for:

- Methods to contact other team members,
- Determining the team philosophy and ground rules,
- Setting teamwork due dates and obligations,
- Setting team meeting schedules,
- Provisions for dealing with conflict and/or team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team.

### 1. Contact Methods

As a team, discuss the best ways to contact each team member. Email? Cell phone? Text message? Make sure that all members have at least two ways (“best” and “alternate”) to contact each other and enter the information below.

| Team Member           | Best Contact Method: include phone number, email address, etc. | Alternate Contact Method: include phone number, email address, etc.    |
|-----------------------|--|--|
| Alejandra Arce-Lastra | 240-346-0236<br>aarcelas@terpmail.umd.edu                      | dakota7298@gmail.com   |
| Curtis Lu             | 856-536-0526<br>clu12@terpmail.umd.edu                         |  |
| Alex Tamagno          | 925-667-0818<br>atamagno@terpmail.umd.edu                      |  |
| Vanessa Lim           | 757-749-2458<br>vlim27@terpmail.umd.edu                        | <a href="mailto:vanessa.f.lim4@gmail.com">vanessa.f.lim4@gmail.com</a> |
| Ranita Rajkumar       | (954) 952-2607<br>raniraj@terpmail.umd.edu                     | ranitahrajkumar@gmail.com  |

## **2. Team Philosophy and Ground Rules**

In this section, think about what philosophy or attitude you would like the team to have to complete the team project effectively. In the space below, discuss what aspects of teamwork you consider to be the most important and why. That is, what is your “team philosophy”? To develop a practical team philosophy, what ground rules will you establish for team behavior and contributions? Write them here.

It is important for the team to have a growth mindset and not be afraid to fail. This prevents any frustration that may occur throughout the project. Team members should communicate with one another about any concerns or changes. Team members should attempt to finish their part of the project and ask for help if needed. Team members should respect one another and always attempt to de-escalate any unwanted situations between team members. Team members should contribute to the project and pull their own weight. They should not procrastinate their work or do anything to set the project behind. They should properly communicate with others if they need assistance within an appropriate time frame.

## **3. Team Meetings**

The team needs to meet to ensure that the project is proceeding on schedule. These meetings may be in person, or by other methods, such as Zoom, etc. How will the team schedule meetings? How will you compromise if your schedules do not synchronize? Where will the team meet? (This could be a physical location or an online meeting.)

We will attempt to meet in person as often as possible. However, if our schedules do not allow for it, or a team member is not available, we will have meetings online. This could be through video calls, voice calls, Zoom, or any other online method that works for everyone. We can compromise by making sure that everyone stays on the same page and stays on top of their work. When meeting in person, the location may vary.

Check when the first project deliverable (after this team contract) is due. (You can find that information on the syllabus and/or the course website). When/where/how will you meet for the first time to talk about it?

After the Team Contract, the Project Proposal is due on October 16th. We will meet for the first time on 9/28 9:15pm.

## **4. Team Debate and Conflict**

It is unlikely and not necessary for all team members to agree all the time about what to do for the project. How will the team make decisions? Will the majority rule? Must all agree? Will one person decide or break a tie? Alternatively, will you adopt some other method?

The team will generally make decisions based on the majority. If more than half the group agrees with a decision, that will be the decision made. However, if someone is very much against the decision, they can voice their opinion and ask for the decision to be changed. Since there are 5 of us, there will be no need for a tie breaker.

How will the team ensure cooperation and equal distribution of work?

The team will ensure cooperation and equal distribution of work by each of us volunteering to take on a part of the project, and if anyone needs help, we will be there to assist them.

- a. How will team member obligations and due dates be determined to allow enough time for final revisions to the project deliverable before the due date? What will be the lead time? What will be the contingencies in case one or more team members are unable to fulfill their obligations?

We want to finish all of the work at least 1-2 days before the deadline. Team members will divide up the work evenly and provide updates about their progress, and if they need more time to finish. If team members are unable to complete their work due to extenuating circumstances, they have to find someone from the team to help them do it for them.

- b. Provisions for Dealing with Problem Team Members

A team member who routinely does these things may be a problem for the team in its effort to achieve its goals:

- A team member who regularly fails to complete their work on time.
- A team member who refuses to share their work with the team (and wants to submit it alone).
- A team member who does not communicate with the team regularly and/or does not attend team meetings regularly.
- A team member who regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or engages in other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the process followed to completion could lead to an intervention meeting with the instructor.

If a team member were to fall under these categories, we would have a conversation as a team to get things back on track. If the team member continues to display the behavior outlined above without reason, then the team members will have a meeting with the TA/Professor to discuss solutions.

In the space below, incorporate these steps into a team procedure for dealing with a problem team member. The process should include:

1. How the team will notify the team member that there is a problem that needs to be rectified. (i.e., will you contact the team member by email? How else?)
  - The team will email/text the team member that isn't fulfilling the group's expectations and let them know what their responsibilities are and that if they aren't carried out then the group will contact a TA in a week. This initial email will serve as a warning for the team member to correct their behavior.
2. How and when a second notice about the ongoing problem(s) will be given to the team member. If a second notice needs to be given, then the instructor should also be notified. You may contact us by ELMS message or in class.
  - If things don't improve, we will send another email/text after about a week if

the problem continues (or earlier if we are on a time restriction) or they don't respond, and at the same time message the instructor on ELMS to give them a heads up about what's going on.

3. How the team will work with the team mentor and instructors once the previous steps are taken and the problem persists. This process must include a meeting with the instructor, team mentor, the problem team member, and at least two other team members. At this meeting, an action plan will be devised.
  - We will set up a meeting (zoom/in person) with the instructor, team mentor, the problem team member, and at least two other teammates to hash things out and come up with a plan to fix the situation.

## **5. Approval of the Team Contract by All Team Members**

Once this entire document is discussed, compiled and approved verbally by all of the team members, each member should submit a copy of the final version of the document through the appropriate link on the course ELMS site. If a team member is not present at the initial team meeting, does not participate in discussing and compiling this document, or does not submit the contract via ELMS as specified, then they cannot dispute any of the procedures in the team contract but must agree.

**Signature (Enter your full legal name as your signature):**

Alejandra Arce-Lastra, Vanessa Lim,  
Ranita Hope Rajkumar, Curtis Lu,  
Alex Tamagno

---