

TEAM CONTRACT

Team Name: **The Dream Team**

TEAM PROCEDURES

1. Day, time, and place for regular team meetings:

Monday evenings for team meeting at 8pm online and science library if necessary.

2. Preferred method of communication (e.g., e-mail, text, Slack, eLC Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

We will use Slack or our group text message in order to communicate about any announcements or updates in relation to the project. We will also see each other in person during class time to resolve quick issues.

3. Decision-making policy (by consensus? by majority vote?):

Consensus

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? 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?):

Derrick will be the one to do this using Slack and group chats on Monday meetings.

5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Kiran will be responsible for recording & disseminating minutes, this will be recorded on the Slack channel (minutes), done after each Monday meetings.

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.):

Each teammate should take the initiative to provide their best level of work, and maintain open communication when they are confused or running behind since it will affect the rest of the team. The team presentations, collaborative writing, individual research, preparation of drafts, and peer review tasks will be tentative dispersed.

2. Strategies to fulfill these standards:

Refer to #1

TEAM PARTICIPATION

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

We will assign different aspects of the project equally among each team member. We will try matching everyone's skillset to the work they would do best in.

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

We will allow everyone to share their opinions and ideas to the group via slack or in person. If anyone has an idea, they should ask if anyone else has a better idea or to bounce off from that idea.

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

We will set deadlines for each task to be completed to have an idea of where we should be

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

Formal shared leadership

PERSONAL ACCOUNTABILITY

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

Everyone is expected to attend and participate in all team meetings unless there is a specified reason a particular teammate can not be present. This would require an explanation to the rest of the team.

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

Each individual is responsible for completing their work and then review everyone's work before the deadline.

3. Expected level of communication with other team members:

Communication should be open and honest within the team. There are multiple ways for each of us to contact each other, so it shouldn't be difficult to communicate regularly throughout the week.

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

Be willing to communicate your work to all group members.

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:

As a group, we will reach out to the individual(s) who did not carry their weight in the group for a particular task or just in general. Communicate any issues and plan of what you expect to get done.

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

We will talk to the professor or TA's in order to help resolve any issues regarding individual(s) that are not cooperating, participating, etc.

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.

Team Member's Name	Team Member's Signature
Chase Meusel	<i>Chase Meusel</i>
Nneka Osueke	<i>Nneka Osueke</i>
Derrick Kyei	<i>Derrick Kyei</i>
Kiran Patel	<i>Kiran Patel</i>
Terrence Thompson	<i>Terrence Thompson</i>