**Team Contract Assignment**

Your team contract template is divided into three major sections:

1. Establishing team procedures
2. Identifying expectations
3. Specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, and (d) specify the exact time and exact place for completion or submission of each task. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the Team Contract template below to discuss and finalize your team roles, procedures, and standards. **Complete, sign, and submit a copy of your finalized contract to your instructor. Submit an electronic copy of your typed contact to Blackboard.**

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as you should be, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your instructor to resolve any conflicts so that you will have the most positive team experience possible.

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| PROJECT TEAM CONTRACT | |
| **Team Name:** |  |
| **Project Name:** | ISYS 4283 – Business Database Systems - Final Project |
| **Project Dates:** |  |
| **Team Members:**  **(Include contact information– email, phone)** | *Example: (this can be removed from final contract)*  *Jeff Puckett* [*JPuckett@Walton.uark.edu*](mailto:JPuckett@Walton.uark.edu) *575-2000*  *John Doe* [*john@example.com*](mailto:john@example.com) *555-5555* |

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| **Project Proposal** |

**Below type a ½ page to 1 page summary of your proposed project. If you had 30 seconds to “pitch” this idea to a potential investor, what would you say? The purpose of this is to be sure that you are starting with an idea conducive to a database-drive application, and that the idea is something that can be realistically accomplished.**

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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:
2. Preferred method of **communication** (e.g., e-mail, cell phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
3. **Decision-making policy** (by consensus? by majority vote?):
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?):
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?):

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| **Team Expectations** |

**Team Participation**

1. Strategies for encouraging/including ideas from all team members (team maintenance):
2. Strategies for keeping on task (task maintenance):
3. Preferences for leadership (informal, formal, individual, shared):
4. Review your final project guidelines for this course. Divide up the tasks for the project amongst the team members for accountability.

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| **Deliverable/Task** | **Team Member Accountable** |
| **Conceptual Design & Non-Functional Prototype** | |
| **Executive Summary** |  |
| **Statement of Scope** |  |
| **Project Schedule** |  |
| **Requirements Specification** |  |
| **Entity Relationship Diagram (ERD)** |  |
| **UML Diagrams** |  |
| **Data Dictionary** |  |
| **Non-Functional Prototype** |  |
| **Physical Design & Working Prototype** | |
| **Introduction** |  |
| **UML Diagrams** |  |
| **Updated Entity Relationship Diagram** |  |
| **Table Creation Statements (SQL)** |  |
| **SQL Statements Used in Program** |  |
| **Working Prototype** |  |
| **Updated Data Dictionary** |  |
| **Final Deliverable** | |
| **Updated Required Documentation (Intro, Executive Summary, Statement of Scope, Project Schedule, Requirements Specification, Final Data Model & Description, Data Dictionary)** |  |
| **Documentation – DBA Guide** |  |
| **Documentation - User Manual** |  |
| **Documentation - What Would I Do Differently?** |  |
| **Class Presentation (PowerPoint – All will present)** |  |

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
3. Expected level of communication with other team members:
4. Expected level of commitment to team decisions and tasks.

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

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand the outlined consequences stated in this contract if I do not abide by these terms and conditions.*
4. *I agree as a participant in this group to listen to each other’s ideas with respect.*

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