**Guidelines for Writing Team Contract**

To prepare you for the teamwork in the business world, you will be assigned a team for the semester. Your team will work together to complete the collaborative projects in Software Project this semester.

**Rationale**

Organizational Behavior concepts define five stages of team development: forming, storming, norming, performing, and adjourning. Teams tend to communicate in indirect polite ways rather than more directly during the formation stage. The storming stage, which is characterised by conflict, can often be productive, but it can also consume an inordinate amount of time and energy. It is critical at this stage to listen carefully for differing expectations. Following that, during the norming stage, teams define roles and standards, which increases trust and communication. This stage of norming is distinguished by agreement on procedures, reduced role ambiguity, and increased "we-ness" or unity. These developments are typically precursors to the performing stage, in which teams achieve their objectives, are highly task oriented, and concentrate on performance and production. The team adjourns when the task is completed.

A team contract is created to establish procedures and roles in order to move the team more quickly into the performing stage and thus accelerate its development. This process of creating a team contract can actually help jump-start a group's collaborative efforts by focusing team members on a specific task right away. Members of the group must communicate and negotiate in order to determine the level of group participation and individual accountability that they are all comfortable with.

Personal accountability is essential for effective team performance. Individuals in a team environment are usually effectively motivated to maximise their own rewards while minimising their own costs. Conflicts can arise, however, when individualistic motives or behaviours interfere with team-oriented goals. Conflict, for example, can arise from an unequal distribution of resources. When team members believe they are receiving too little in return for their efforts, they may reduce their efforts and submit work of lower quality. Individual contributions are most frequently combined into a single product or performance, and individual effort is perceived as unequal. At this point, some team members may take on additional responsibilities, while others may reduce their own efforts or leave the team entirely. These behaviours can cause resentment, frustration, or isolation, resulting in a dysfunctional team and poor work quality. However, with a well-drafted team contract, such stumbling blocks are usually avoidable.

**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

Because the primary goal of this team contract is to accelerate your team's development, increase individual accountability for team tasks, and reduce the likelihood of team conflict, **make it as specific as possible**: (a) Specify each task as precisely as possible, (b) Specify each step in a procedure or process as precisely as possible, (c) Specify the exact person(s) responsible for each specific task, and (d) Specify the exact time and exact location for each task's completion or submission. The more specific you describe your team's expectations, roles, and procedures, the more likely it is that you will have a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract as appendix in you Stage 3 portfolio.

After developing your team contract, your team is ready to begin working on collaborative assignments. However, you may quickly discover that your team is not performing as well as you had hoped. This is normal, but it must be addressed right away. Perhaps your team is simply not adhering to the established contract procedures or roles as strictly as they should, or perhaps some of the procedures or roles outlined in your contract need to be changed. Call a team meeting right away to discuss and resolve the issues your team is facing; do not wait. Seek advice from your lecturers, tutors, and student assistants to resolve any conflicts and have the best team experience possible.

**TEAM CONTRACT**

**Software Project Team # 21-EXT**

**Team Members:**

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| 1) | Bogdan Dinulescu |
| 2) | Bolu Fagbolagun |
| 3) | Tyrese Fairweather |
| 4) | Abdulahi Hassan |
| 5) | Laurence Layland |
| 6) | Jed Patterson |

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| **Team Procedures** |

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

Tuesday and Thursday, 2-5PM

Client meetings Mondays (Jed as spokesman)

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Discord, with WhatsApp as a backup

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

Consensus, unless disagreement arises. Then, by majority vote with Jed breaking ties.

1. 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?):

Laurence will create an agenda and send it to the Discord server the evening before a meeting, with a @everyone ping. Laurence will record and keep notes during meetings.

1. 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?):

Minutes will be recorded by Laurence, or otherwise Jed, and disseminated and stored via the Discord server.

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| **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.?):

The level of quality ought to be proffessional, as would be expected to be shared with real clients. Research should be thorough and worh should be reviewed so as to prevent failure.

* 1. **Strategies** to fulfill these standards:

Work should be checked by other members of the team to ensure they agree with the quality.

**Team Participation**

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

To ensure equal distribution of tasks, we are planning upfront how the workload will be split between team members rather than taking tasks as they come. However, if it is evident some are working more than others, the workload can be re-balanced.

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

In order to ensure all members’ ideas are heard, we are communicating using Discord, where any user can send messages, respond and react to others, and “ping” (notify) groups of users based on what they are working on.

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

In order to keep on task and manage jobs, a Trello board will be employed.

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

Though leadership will be mostly informal, there are two key distinctions – firstly, Jed is the team leader and takes charge should differences of opinion arise, and due to being the owner is also the ultimate authority with regards to the Github repository and Trello board; secondly, Laurence is managing documents, communications, and so on, and so is the ultimate authority with regards to the Discord server.

**Personal Accountability**

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

It is expected that team members should attend all meetings where possible, to ensure that everyone can speak and be heard.

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

Responsibility is divided between the team based on individuals’ assigned tasks. If members are not doing their part, the fault lies with them alone.

1. Expected level of communication with other team members:

Team members should be active on Discord so as to stay informed whenever announcements are made. They should also be active in the channels relating to the tasks they are working on. Finally, they should react to and make their own changes to the Trello board to share their progress on individual tasks.

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

Though team members ought to participate in discussions and decisions, there is no issue with agreeing with the general consensus without contenst.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Infractions would be handled first by appealing to the team leader, and secondly by appealing to the supervisor.

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

If infractions continue, the team leader will seek support in further actions from the supervisor.

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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 that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) \_Laurence Layland\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_27.2.2025\_\_\_\_\_\_\_\_\_\_

2) \_Tyrese Fairweather\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_27.2.2025\_\_\_\_\_\_\_\_\_\_

3) \_Jed Patterson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_27.2.2025\_\_\_\_\_\_\_\_\_\_

4) \_Bogdan Dinulescu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_27.2.2025\_\_\_\_\_\_\_\_\_

5) \_Bolu Fagbolagun\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_27.2.2025\_\_\_\_\_\_\_\_\_

6) \_Abdulahi Hassan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_2.3.2025\_\_\_\_\_\_\_\_\_\_