

# ECOR 1042 Team Contract

## TEAM PROCEDURES

1. Days, times, and method (e.g. Zoom, etc.) for regular **team meetings**:
  - Weekly meetings on Tuesday at 9 am and one day during the weekend (time will be decided based on the availability of all team members prior to the meeting).
  - If any issue crops up, the team will need to hold an informal meeting as soon as possible.
  - Meetings will be held through Discord group call.
2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Messenger, etc.) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:
  - Whatsapp
  - Discord
  - Google doc/google drive
3. **Decision-making policy** (by consensus? by majority vote?):
  - Majority vote (Team leader chooses on the event of a tie).
  - Written record of all disagreements.
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?):

*In ECOR-1042: The team leader is responsible for setting the agenda and for moderating the team meetings. Consequently, the team leader should complete this question (using your team's preferred decision-making policy)*

- The team leader can suggest a date to the team members.
- Notifications can be sent via Whatsapp.
- The team leader will try to set the agendas atleast a week before the project deadline.
- Suggestions will be put on possible agendas.
- The final decision will be taken by majority vote.

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?):
- Keldan will be the member who will be formally in charge of taking notes on group meetings.
  - The minutes will be recorded within discord where any team member can view them.

## TEAM EXPECTATIONS

### Work Quality

1. **Project standards.** Different students have different academic goals for the project. For each group member, enter the grade that you hope to achieve on the project. Differences in expectations, standards, and goals should be discussed now.

Name	Grade Goal for the Project
Bundhoo Khooshav Nikhil	A or better
Smolkin-Lerner Jackie	A or better
Simos Keldan	A or better
Myinia Kaitlyn	A or better

2. Below, discuss some strategies to achieve these grades and uphold the corresponding standards in all deliverables.
- All work will be completed at least 2 days before the deadline to give time for corrections if needed.
  - Members will help each other to ensure all the work gets done well and on time.
  - Team members will ensure that there is effective communication in the group.
  - Every team member should have a sense of responsibility and make sure he/she completes the task assigned before the due date.

# Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
  - Try to divide work based on skills.
  - If someone feels they have an unfair workload, they can come forward and get help.
  - Communications are always open for any help needed.
  
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - Each member suggests an idea.
  - All members have a say in the project and anyone can come up with his/her ideas.
  - Making sure each member has a chance to speak and be heard when decisions are being made.
  
3. Strategies for keeping on task (task maintenance):
  - Having each member finish their part at least 2 days before the deadline.
  - Regular monitoring/ updating of one's progress.
  - Sending reminders.
  
4. Your group has an assigned leader, but everyone can exhibit *leadership*.  
Preferences for leadership (informal, formal, individual, shared):
  - Shared leadership for most decisions, unless there is a tied vote, then the leader gets the final say.

# PERSONAL ACCOUNTABILITY

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - Team members are expected to attend all meetings (unless a valid reason is given with at least 24 hours notice).
  - Smaller meetings between 2 or 3 group members do not require all members to attend. However, it would be recommended for notes to be taken of the matters discussed, in order to share with the absent members.
  
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - Each individual is responsible for getting their part of the work done. If they are having trouble, they should reach out for help more than 3-4 days before the deadline.
  
3. Expected level of communication with other team members:
  - Communication is key in order to succeed in this project. So the team is going to ensure that we meet minimum twice a week.
  
4. Expected level of commitment to team decisions and tasks:
  - All team members must still complete their tasks even if they disagree with decisions made by the rest of the team.
  - All members have the same level of commitment.

## CONSEQUENCES FOR FAILING TO FOLLOW PROCEDURES AND FULFILL EXPECTATIONS

1. Describe, as a team, how you would handle **infractions** of any of the obligations of this team contract:
  - poor time keeping (late arrival, early leaving, not turning up)
  - poor communication (late responses to emails, no response)
  - poor quality work  
  - The matter is discussed with the individual member.
  - Help can be given, but the concerned individual has to do it all over again.
  - If an agreement cannot be reached, the matter may be escalated to the TA or instructor based on severity.
  - Team members will reflect infractions through peer review.
  - The “2 days” before the deadline will be used to cover up for any issues that come up.
  
2. Describe what your team will do **if the infractions continue**:
  - The project TA is notified of the problem.
  - If the person continues to not do their work, tasks will be redistributed, and their lack of work will be shown on the peer evaluation survey at the end of the project.

# ECOR 1042 Team Contract Confirmation

## CONFIRMATION

By signing this form, you are confirming that you participated in the preparation of the team contract and that you will abide by its terms; specifically:

- 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.*

Date: 7th March 2021

cuLearn Team Identifier	T028			
Optional Fun Team Name	Team Khacelyn			
Team Members	Student Number	First Name	Last Name	Initials
1. (Dept. Leader)	101132063	Khooshav	Bundhoo	K.B
2	101184457	Jackie	Smolkin-Lerner	J.S.
3	101184312	Keldan	Simos	K.S
4	101192031	Kaitlyn	Myinia	K.M.