**Team Contract Instructions**

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 to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract on Brightspace.

Once your team contract has been developed, your team is ready to begin work on the project. 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 it should, 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 TA or professor to resolve any conflicts a soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

**TEAM CONTRACT**

**GNG2101, Section # A1.2**

**Team Members:**

1) Luke DuSautoy

2) Pierre Allard

3) Haonan Zhou

**Project:**

Book Conversion

4) Wanis Hassan

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| **Team Procedures** |

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

2:30-3:30 Thursdays, CRX rooms

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

Discord

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

Majority rules (2v2 flip coin)

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?):

On the day of the last scheduled meeting, the team will schedule the next together.

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?):

Meeting keeper will be agreed upon at the beginning of every meeting.

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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.?):

Unanimous agreement

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

Meetings before submissions of large projects.

**Team Participation**

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

To Do list with names of assigned members and due dates.

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

Take turns during meetings to ensure everyone inputs on each idea presented before continuing.

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

Meeting itineraries will list everything that needs to be done, ensuring that we complete tasks on time.

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

Leadership will be shared. Each deliverable the leader will change between all four members in a rotation manner. The leader will also have the responsibility to submit the deliverable they are responsible for.

**Personal Accountability**

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

All meetings are mandatory to attend unless there is a reason for not attending posted in the team groupchat.

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

All deadlines are expected to be completed on time according to the to do list. Any exceptions must be posted in the discord at least a day in advance.

1. Expected level of communication with other team members:

Attending meetings and report progress in group chat.

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

We expect every member to fully commit to their given task and to participate attentively to team decisions so that no confusion arises.

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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:

The infraction will be brought up during meetings and the reason discussed.

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

If infractions continue for 1 to 2 weeks, the duties of the member will be taken over by the rest of the team.

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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.*



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4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



\* This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc