Team Contract

COMPSCI 690A – Advanced Method in HCI

To prepare you for teamwork in either the working world or a research environment, you will form a team for the semester. Your team will work together to complete the collaborative project in COMPSCI 690A this semester.

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 precisely 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 to the gradescope.

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 establish

ed 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.

**TEAM CONTRACT (CPSC 544)**

**Team Name** Team 6 (until we find a better one)

**Team Members:**

1) Rawda Ghalban 2) Zoe Berrier

3) Yusra Hersi 4) Mo Salem

5) Mahmoud Ahmed 6) Rishi Selvakumaran



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

* flexible per week, meet once a week for a check-in
* set meeting times/ dates ahead of time

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

* Group chat, Face-to-face in class and in-person meetings

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

* By consensus/ compromise
  + tie? Convince someone to join your side

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?):

* Rotate/ volunteer to make the meeting agendas
* Notify via group chat as well as Google Calendar invite

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?):

* the same person who made the agenda that week



# 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.?):

* Everyone works 100%
  + work together as a team to make sure everything is up to team standards
* In meetings, the team will discuss & evaluate work and give feedback to previous work.

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

* constant communication
* reminders in the group chat
* stay on top of things during meetings

# Team Make-up

1. Please list each team member’s skills as they can contribute to the team/project

* Rawda: UI Experience, communication, etc.
* Yusra: Communication
* Zoe: Strategic/ coding
* Rishi: UI Research
* Mo: Figma experience, Accessible design
* Mahmoud: Figma experience, Usability/User Testing, Presenting presentations, Communication, Getting stuff done even if last minute.

# Team Participation

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

* communication with the whole team
* make sure everyone’s voice is heard
* cooperate with each other
* be transparent about life responsibilities

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

* Some prepared to meetings (bring ideas, or thoughts or food)
* Reviews & feedback to each member’s work.
* Take into consideration any dissent

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

* Consistent check-ups for progress
* Agreeing on deadlines to be met individually and as a team.

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

* Shared

# Personal Accountability

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

- Attend all meetings and if it's not possible to attend, try to catch up on the discussion materials by contacting one of the team members who turned up for the meeting.

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

- Complete assignments and any work at agreed upon deadlines and or due dates

- Any unfinished work by deadlines, try to catch up quickly with give notice asap

1. Expected level of communication with other team members:

- communicate when unable to meet deadlines, meet outside of class, and miss class

- communicate within 24 hours if questions or comments arise in group chat

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

- everyone contribute equally to given tasks

- everyone contributes equally to discussions and team decisions



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

* Communicate with each other to see if we can get to a solution. If not, involve the teaching team

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

* Consult with the teaching team, decide further steps

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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. Rawda Ghalban DATE 02/05/2025
     2. Yusra Hersi DATE 02/05/2025
     3. Mahmoud Barbary DATE 02/05/2025
     4. Mo Salem DATE 02/05/2025
     5. Zoe Berrier DATE 02/05/2025
     6. Rishi Selvakumaran DATE 02/05/2025