**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.

**Software Project Team # \_\_5\_\_\_**

**Team Members:**

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| 1) | Ben Powell-Wiffen |
| 2) | Matt Dudley |
| 3) | Nasir Al-Monsur |
| 4) | Tom Harper |
| 5) | David Adegeloye |

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| **Team Procedures** |

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

Tuesday and Thursdays 9am.

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/Email

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

Majority vote

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?):

Anyone in the group will be able to set the agenda and other team members will be notified of this via the discord. Matt (Team Leader) will be mainly responsible for keeping the team on topic during discussions along with everyone else in the group staying focused.

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 group will keep a general census of time keeping and minutes put into the project. These records along with the agenda will all be sorted on GitHub/Discord.

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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.?):

As a team we have high standards for all aspects of this project, but mainly we are focusing on functionality of the backend of the system. We will all hold each other accountable if the standard isnt as high as certain team members believe it should be.

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

Working together as a team will be the best way to reach and maintain the standards, we have set. Building and responding to feedback from team member will be the best approach to reach our standards.

**Team Participation**

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

During the team meetings we hold, we will be discussing the tasks which need doing that week. Then we will assign tasks and see what tasks people feel most comfortable/ confident in doing this includes making sure no one person has more work than anyone else.

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

Each idea put forward by a team members will be voiced to the group and then voted on with the decision going to the majority. If any team member isnt putting forward any ideas they will be encouraged to by the team.

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

During our team meetings will be discussing time management and which tasks are the priority. Once this has been decided as a group, we will work though the important tasks and get those completed in a timely manner.

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

Everyone will take on leadership roles within the tasks that they’ve been assigned, however matt will be commanding the team as the leader.

**Personal Accountability**

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

100% attendance will be expected unless unforeseen circumstances which will be communicated to the group.

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

We expect all deadlines to be met with the work being up to the standard we require, preferability work to be complete before the deadline so the team can all look through and check the work.

1. Expected level of communication with other team members:

A reasonable level of communication is to be expected especially when all other team members are putting in their work/time to try and communicate with you.

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

You must vote of each decision we make making it completely fair, and you should be fully committed to completely all tasks your assigned.

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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:

The group will decide when a verbal warning must be given out along with extra assistance if its needed. And then if it happens again there will be a second verbal warning.

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

You will be taken off the task you have been put on and will be graded lower by everyone in the group and therefore receive a lower grade.

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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) Ben Powell-Wiffen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date 05/03/24\_\_\_\_\_\_\_ \_\_\_

2) Matt Dudley \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date 05/03/24 \_\_\_\_\_ \_\_\_\_

3) Nasir Al-Monsur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date 05/03/24\_\_\_\_ \_\_\_\_

4) Tom Harper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date5/03/24 \_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_