SYSC3010 Team Contract 0F[[1]](#footnote-1)

The team contract is to be completed electronically, and submitted on CULearn.

**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**. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

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

|  |  |  |
| --- | --- | --- |
| Team Name \*\* | L2-M-13 | |
| Team Members | First Name | Last Name |
| 1 | Nathan | Mezzomo |
| 2 | Eric | Leslie |
| 3 | Mike | Purcell |
| 4 | Mingqi | Feng |

\*\* Use the CULearn group name that was assigned to you (Ln-d-m).

# Team Procedures

1. Choose a day and time for a regular weekly **team meeting** (in addition to regularly scheduled labs)

Mondays at 5:30 (After labs)

1. Describe how you will manage the team meetings? (Who will set each agenda? Will there be a leader? What is expected of each team member before coming to the meeting? What will be done to keep the team on track during a meeting?):

Nathan will be team leader. Team will discuss project ideas and progress and what to do next

1. Describe the method for recording all decisions. Communication will be done via Slack, but how will you retain key information without it getting lost amongst other messages?

We will pin important decisions in slack.

# Team Expectations

1. What does the team consider to be characteristics of a good team member?

Reliable and responsible. Completes tasks on time and communicates with team members

1. What does the team think about *work quality* and *project standards?* What is a realistic level of quality for collaborative writing, individual research, preparation of drafts, peer reviews, etc.?

Team members should be responsible for certain sections of reports or parts of the project which will then be reviewed by the team. Members should ask each other for help if needed and discuss ideas.

1. How does the team want to approach deadlines for joint submissions? Will one person submit on behalf of the group? Should there be an earlier deadline to allow time to integrate the parts into a whole?

A final copy should be reviewed by team at least a day before deadline to allow time for integration. Who ever is working on the integration will submit on behalf of the group.

## Team Participation

1. How will the group handle a member who does not participate in offline Slack discussions, does not attend meetings, or is always late? (Poor communication)

The group member will be contacted by the team to discuss communication issues.

1. How will the group handle a member who does not submit their work early enough to integrate and/or does not respond to communications about tasks to complete? (Poor time keeping)

The team members will stay on top of each other to ensure that work is done on time.

1. How will the group handle a situation when a person is unable to complete the task assigned to them, perhaps either because of time, effort or ability? (Poor quality work)

Other team members will help out and try to complete the task on time.

1. How will the group ensure that ideas from all team members are encouraged and included?

Ideas will be discussed thoroughly with group voting for final decisions on what will be included. We will schedule long enough meetings to ensure all group members are able to promote their ideas.

1. How will the group respond if the strategies described in the previous questions fail and infractions continue.

Members should discuss concerns and if an agreement cannot be made, the TA and/or prof will be contacted to solve discrepancies.

1. Credit goes to the instructors of GNG1103, University of Ottawa, 2018. They in turn gave credit as follows: This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc [↑](#footnote-ref-1)