TEAM CONTRACT

Team # _____
Team Members:
1) _Kevin Fallwell_

2) _Emily Chow_

3) _James Raleigh_

4) _Nik Lam_

5) _Robert Szustakowski_

6) _Omar Abdulbaki_

Team Procedures

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

   Tuesday at 5:00 pm in MS CS lab (unless otherwise determined)

2. Preferred method of **communication** (e.g., e-mail, cell phone, phone, social media, D2L, face-to-face, in a certain class etc.) in order to inform each other of team meetings, announcement, updates, reminders, problems:

   WhatsApp group chat will be the primary method of communication

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

   Majority vote with discussion.

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?):

   Emily will send out agenda via Whatsapp a few days prior to the meeting. WhatsApp as medium for notifications, etc. Agenda can be used as meeting tracker. Emily will also be responsible for keeping the team on track with the agenda during meetings.

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?):

    Kevin will keep records on the shared Google Drive.

Team Expectations

<u>Work Quality</u>

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

    Due diligence for meeting/exceeding requirements.

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

    Peer review, regular milestones, constructive criticism.

<u>Team Participation</u>

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

-   Assignment based on strengths and interests
-   Team decides distribution (consensus)
-   Cross-disciplinary cooperation

2. Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance):

-   Discussion and inclusion
-   Record all ideas and evaluate based on fit and merit

3. Strategies for keeping on task (task maintenance):
-   Schedule/due dates/milestones
-   Accountability

4. Preferences for leadership (informal, formal, individual, shared):
- Shared

Personal Accountability

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

- Attendance is expected/agreed upon unless otherwise stated

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

- Individual time management will be heavily emphasized such that other courses and commitments should not interfere with project work unless otherwise stated.
- Communication will be key in terms of informing other team members regarding conflicting deadlines and or assignment issues

3. Expected level of communication with other team members:

- Regular; over communication would be preferred to under communication

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

- Flexibility
- Make time for meetings upon mutual agreement on date/time

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:

- Warning
- Group communication

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

- Intervention
- Escalate to higher authority (professor)