CIS*3750 - Lab 1

1 Group contract and collaboration

Despite the fact that most of you have been part of groups at some point during your university career, and undoubtedly you will be part of a team wherever you end up working, the process of working together is one which you are thrown into. Little thought is given to how you might work together, or how you might deal with conflicts or challenges that come from working in a team.

This activity has been designed to provide you and your team a chance to think about how you might work best together, how you might resolve conflict, and how you might evaluate each other based on a set of identified team goals, protocols, rules, and expectations. By the end of this activity, each team member should understand what is expected of them, and how they will be measured against those expectations.

Do not assume that this activity will prevent conflict, eliminate frustrations, or somehow magically make your team the greatest team that ever teamed. You will still have to deal with conflict and frustrations, and you will likely have situations arise where one team member does too much or too little. The point is not to prevent these things from happening, but it is to determine a method by which each team member can evaluate how well each other member managed the challenges. Essentially you are trying to establish a contract that will allow you to evaluate and fairly assign a grade to each of your team mates based on the work they've completed towards the common goal.

2 Group contract

Based on your own experiences where you suffered through terrible collaborations or celebrated incredible collaborations, work as a team to develop a contract that identifies how you wish to work together. Your contract should be clear, and contain specific details that address each of the following items or else it will be a useless document.

- **Team Logistics:** How will you contact one another? How often will you meet? Will you keep notes? How will they be disseminated to the team? How will you keep track of who is doing what?

- **Team Attendance:** Does attendance matter? When and where? Does this pertain just to class, labs, team meetings? What about online meetings?

- **Team Professionalism:** What if a team member is always late, or unprepared? When might this be acceptable? If someone is going to be late or absent, how should they let the team know? When?

- **Work Assignments:** How will you assign work to each team member? How will you know it's fair? Who is assigning the work? What if someone is not present when tasks are assigned?

- **Conflict Resolution:** How will conflicts be resolved?

- **Team Cohesion** Consider a spectrum from introvert to extrovert. Each of us can likely *pin* ourselves to this spectrum. However, given context, environmental conditions, and other factors, we each move on this spectrum - one day maybe feeling like we can take over the world, the other just tired of dealing with people. How will you address the different pins that each team member identifies, and how will you manage the variation that comes with daily life?

3   Evaluation Rubric

Once you've completed your contract, consider how you will evaluate each team member against it. What are the metrics and measures you will use to indicate that a team member is living up to expectations, or possibly falling short? How will you reward someone who has gone above and beyond? Create an evaluation rubric that helps you identify the level at which each team member satisfied the goals of the contract.

For example, *Team Attendance* might have a metric *number of meetings attended*, but it should include a measure that allows you to assign a grade. In this case, you might make it pass/fail if a team member attends more than 80% of all meetings, or you might assign a grade based on the percentage of meetings attended. Be specific.

Make sure the main points of the contract are reflected in the rubric. Make sure that your metrics and measures are specific, and allow you to assign a grade. You also shouldn't be developing a metric that gives everyone 100. If everyone is getting 100, this likely means you've set the bar too low, and your version of 100 should really be *average*.

4   Final contract

You must draft up a document that outlines your group contract and the evaluation rubric. This document will become part of your submission for Assignment 1.

This will be signed by all members of the team. Each member of the team must use this whenever they are evaluating each team member.