**Team Contract for Team #\_\_\_\_27\_\_\_\_ Team Name/Mascot\_\_\_\_\_BTiG\_\_\_\_\_**

**Note the following MGMT\*3300DE Course Guideline on Team Work**

Teams will be required to sign and submit a contract signed by all members committing to agreed-upon team norms. In the event of misunderstandings, the first course of action is to attempt to resolve these within the team. If this is not possible, it is the responsibility of the student(s) to raise these issues with the Instructor. The default position is that all students in a team will receive the same grade for team-based work.

If there is a situation where a student is not fairly contributing to the production and completion of the team assessment and does not respond to team requests to enhance her or his efforts, the other team members should contact the Instructor. In special cases such as this, a process will be instituted to enable team members to each assess a fair allocation of marks for the work completed. This assessment may result in team members receiving different grades for the same assessment. Such instances in this course are extremely rare and the expectation is that all team members will direct their efforts toward proactively resolving internal issues working in teams, using their team contract as a basis for establishing expectations and resolving conflicts.

A breach of the group contract, can result in a team member being fired from the group. If a team member is fired or chooses NOT to participate in team activities, then the instructor will penalize the individual 25% for all group activities and will require an additional 3,000 word essay regarding the importance a team work in project management.

Students are encouraged to use a document sharing resource as this will allow immediate recording of inputted changes to any documents. It may be one of the ways that your instructor reviews the contribution of team members.

**On a weekly basis, the team should designate one member as the project manager for the week. The weekly project manager schedule should be included in the group contract.**

In any team work it is important to have some common goals and expectations that will guide your team’s interaction. The more you know about your team members, what to expect of each other, and how to best utilize the skills and expertise of individual members, the better the team performs and interacts. The process of establishing a team contract also reinforces the commitment that individuals are required to make for the good of the team.   
  
Your team must complete this contract together. Setting the “ground rules” for your team is crucial to your team’s success, and thus to your success in the course. The team contract will also enable me to more effectively help teams resolve any problems that may arise.

1. Decide how your team will deal with disagreements. Will you talk things out until you arrive at a consensus? Will you take a vote and use majority rule? Generally, consensus results in more satisfied team members (just watch out for team-think).

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| * We will start a conversation about disagreements we have and if it continues to be an issue we will vote on disagreement issues. |

1. Ensure that all team members understand and agree that everyone should contribute to the team work. Decide on how you will deal with situations in which a team member does not contribute. Describe what constitutes a reason for either “firing” of a team member or “resigning” from a team at which point the fired/resigned team member is responsible for the entire assessment themselves.

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| * We have decided to let the fired/resigned team members be responsible for the rest of the assessments left for this course from when they are fired. For instance, if a team member is fired on Week 2, then he or she will be responsible for all the assessments from Week 2 themselves. |

1. Ensure that all team members promise to come to class prepared (e.g., for in-class exercises), meaning that all team members have read the assigned readings, and attended/caught up on the lecture for the topic). Decide on how you will be helping each other to stay prepared.

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| * We will make sure all the team members to be prepared before classes by notifying upcoming material to read or important information to be known on Microsoft Teams regularly. |

1. As a team, discuss and agree on the Behaviour List below. The behaviours will serve to guide positive team conduct. I suggest that you put a checkmark beside the items that you discussed.
2. Be responsible on assigned tasks in working independently to complete V
3. Provide input and opinions regardless of correct or incorrect V
4. Complete assessments fairly and equally V
5. Be time conscious with other team members and deadlines V
6. Be aware by staying on top of discussions and input V
7. Respect others and be professional V
8. Know when to work as a team and when to work independently V
9. Provide clear opinions without the use of slang and vulgar language V
10. Try to bring up any issues well in advance V
11. Comply with academic integrity V

Team number/name:\_\_\_\_\_\_\_\_\_Group 27\_\_\_\_\_\_\_\_\_\_\_

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| Group Member Name/student ID | Group Member Signature |
| Soohwan Kim/1349765 | Soohwan Kim |
| Jacob Vanniejenhuis/1178390 | Jacob Vanniejenhuis |
| Will Bates/1212900 | Will Bates |
| Shayan Shah/1241041 | Shayan Shah |
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