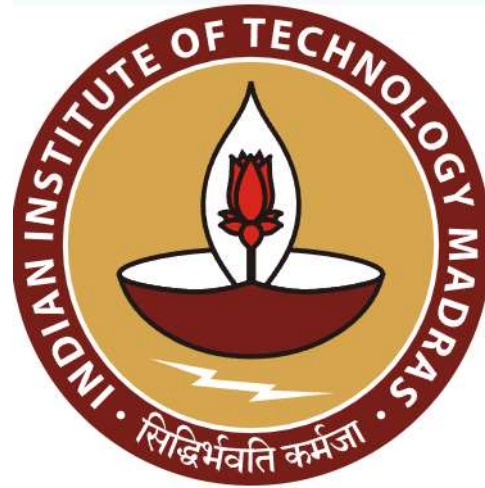


Team Contract



Team 9

Rationale for choosing the Leader

In our team of five students, each member all students with no leadership experience, the process of leadership began with one member stepping up to be a leader voluntarily. Given our limited experience, this volunteered leadership role serves as an initial step in understanding and exploring our collective strengths and dynamics. We believe in fostering a collaborative environment where leadership is not only about authority but also about shared responsibilities and open communication. As we embark on our journey together, this voluntary leadership provides a starting point for building trust, promoting inclusivity, and discovering the unique qualities each team member brings to the table.

In our team Arun Joy will serve the leadership position.

Team Details

Team Members		Email ID
1.	Arun Joy (Team Leader)	22f1001470@ds.study.iitm.ac.in
2.	Kushan Sharma	21f3000848@ds.study.iitm.ac.in
3.	Tamanna Tak	21f3002971@ds.study.iitm.ac.in
4.	Sanjeevani Mangla	21f1003044@ds.study.iitm.ac.in
5.	Sajal Dhingra	21f2001213@ds.study.iitm.ac.in

Transition Process

Questions

Team Action Plan

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| 1. | What are our performance goals (e.g. grade, innovation, quantity of work) | First goal as a team would be to deliver the work in such a manner that it meets the quality that is required(i.e.) it should be up to the standards. Secondly it would be set small targets to achieve the bigger targets and everyone should deliver their best in a given period of the time to achieve that small target which in turn leads to achieving the main goal. Lastly, I think goal is to maintain an effective communication between each partner so that there is always someone to talk to when one teammate falls into trouble or is facing any issue |
| 2. | What are our learning goals? What knowledge and/or skill development will we focus on together? | Since the topic is creativity and thinking, 1 st learning goal is to develop the brain in such a way that it thinks a clever smarter way to approach any problem, not just any straightforward solution but something more creative, that doesn't mean creative would always be better but the brain should be allowed to go the creative side which adds a huge advantage when competing with others as now your brain is trained/processed in a way that you can get some creative innovative ideas that were not possible when we were only thinking in one dimension. |
| 3. | What are our people goals? (e.g. enjoying teamwork, making new friends, becoming potential professional work colleagues) | Again, since the topic is creativity and thinking, and it's a group project so first things is to share the ideas, because everyone has a different brain so that means there will be different innovative ideas so that gives us a range of options to choose the best idea. All this sharing is possible only if there are good communication between members, members have mutual respect for each other and there is a bond in a team. So, every member is on the same page. We also need to ensure that everyone is enjoying in the for that we do some fun team activities to ensure the good spirit. |

Action Process

Questions		Team Action Plan
1.	How will we organize leadership for this project (e.g. project leader, sub-group leaders)?	A project leader has been selected to help the decision making in the team. The reasons behind selecting a leader are manifold. A leader can inspire and motivate a team. Leadership can direct the team towards a common goal and help them achieve it. Without a leader, there is no direction in the efforts made by the group. The leader helps focus the different energies of the team into a focal point and drive the team towards success. An effective leader can harness the different strengths and weaknesses of the team into synergy. All decisions are collectively voted upon and made. Even though a leader has been selected, the team functions as a democracy. Instead of having sub-group leaders, everyone contributes equally, and in the case of conflicts, the leader makes decisions in the absence of a majority
2.	What roles would the other members play?	Even though a leader has been selected, the most important part is teamwork. We have decided that everyone contributes equally to the process of decision-making. Every conflict and indecision will be worked out by the group as a whole . Leadership will come into play only in the absence of a majority. All project work will be distributed equally, and in the case of an imbalance in workload, it will be evenly divided in the next rotation. Team members can support each other and assist anyone lagging behind. Nurturing such a team environment allows members to bring their diverse perspectives into problem-solving and fosters an efficient culture.
3.	How are decisions made (e.g. consensus, majority, selected by leader, other)?	Decision-making is a major aspect of teamwork. Successful decisions can positively influence the project, while poor and uninformed choices can lead to unnecessary complications. Effective and efficient decision-making can improve workflows and cultivate an environment of innovation. Therefore, decision-making is at the crux of a good team environment. The decision-making in the team is not limited to a single direction, it involves a combination of different methods such as consensus, majority, and leadership. All the main decisions are put to a vote, and if a majority is found, the decision is made. In cases where conflicts occur, the importance of the leader comes into play. Leadership plays a crucial role in resolving such situations. This does not mean the minority is unheard; if the suggestions are deemed valuable, they are considered in the decision-making process.

Action Process (Contd.)

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| 4. | How will we work together at different stages of the team task (e.g. work separately then pool ideas, pass the task sequentially, all work simultaneously)? | To work together effectively in a team task, we will start by clearly setting up objectives and defining roles. To begin a task, we will hold discussions, brainstorm ideas, collect feedback to arrive at an effective way to approach it. Once every member is satisfied with the approach we will start delegating responsibilities to the members. If a member is finding it difficult or unable to move forward he/she can collaborate with other members, write it in the group chat, request a meeting or inform the group leader. The task will have a deadline and every member is requested to adhere to it. The leader will monitor the progress and make sure no member is falling behind. Once everyone is done they can share their work, collect feedback and make necessary changes if required. |
| 5. | What communication mode will we use and when (e.g. face-to-face, email, Teams, phone, etc.)? | The primary mode of communication that we will use is WhatsApp. All the resources/ updates will be shared here by the team members. The members will actively take part in the discussions and adhere to create a respectful environment. For urgent matters the members will precede the message with 'URGENT' and it will be prioritized by the team members. Furthermore, for detailed discussions we will be using Google Meet to brainstorm ideas and for any scenario where face-to-face interaction is required. Additionally, it is encouraged for team members to share constructive feedback to create a collaborative environment. |
| 6. | When and where will we hold our meetings?
Describe meeting protocol. | Our team meetings will be conducted via Google Meet, chosen for its accessibility and reliability for virtual gatherings. The meetings will be held at times that are convenient to everyone. The team leader will be responsible for sharing the details of the meet, and if any team member is unable to attend he/she will inform of the same to the team leader. For every meeting, the agenda will be prepared in advance and every member is encouraged to do some research on it as well. The meetings will be documented/ recorded if necessary for follow up. All the members will maintain a respectable environment during the meet to ensure discussions remained focused and productive. |

Action Process (Contd.)

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| <p>7. How will we share the workload (quantity, quality, time)? What will we do when a team member is doing more (or less) work than others? What happens if someone is legitimately unable to complete their role in an assignment?</p> | <p>In the spirit of equitable collaboration, our team commits to a transparent and fair approach to sharing the workload across quantity, quality, and time. We will collectively establish clear expectations regarding the division of tasks, ensuring an equitable distribution of workload based on individual strengths, expertise, and availability. Regular check-ins will be scheduled to assess and adjust workload distribution as needed. Open communication is key. If a team member is consistently contributing more or less than agreed upon, team discussions will be encouraged to identify the root cause and find collaborative solutions. This ensures that everyone's skills and time are utilized effectively. If a team member is legitimately unable to complete their assigned role in an assignment, the team will work collectively to reassign tasks or provide necessary support. Flexibility and adaptability will be prioritized to maintain the overall success of the team and project.</p> |
| <p>8. How will we help team members (sharing knowledge and resources)?</p> | <p>To nurture a cooperative and encouraging team atmosphere, we commit to actively sharing knowledge and resources among team members including maintaining open communication channels to facilitate the exchange of ideas, information, and insights that can help us learn more about the topic of creativity and thinking skills. Team members are encouraged to express thoughts and share relevant knowledge. We'll conduct regular knowledge-sharing sessions, where team members showcase expertise, discuss best practices, and contribute valuable insights. These sessions are crucial for continuous learning and team development. Additionally, Experienced team members will provide mentoring and support. By embracing these principles, we aim to cultivate a culture characterized by knowledge sharing, collaboration, and mutual support, enhancing the overall team success.</p> |
| <p>9. When and how will we review progress on goals? What is our process for setting and meeting deadlines?</p> | <p>We'll regularly assess goal progress through scheduled reviews, fostering open discussions to evaluate achievements, address challenges, and make necessary adjustments. The timing of these assessments will be agreed upon collectively to align with project milestones and overall timelines. Our team will collaboratively establish realistic deadlines by considering individual workloads and potential challenges. We prioritize open communication to ensure everyone is aware of project timelines. Regularly scheduled check-ins will evaluate progress and facilitate timely adjustments when necessary, ensuring our commitment to meeting deadlines effectively.</p> |

Interpersonal Process

Questions		Team Action Plan
1.	How will we manage conflict if it becomes personal and not task related?	It is better that the conflict doesn't fester so for this understanding and identifying the underlying issue and initiating conversations is important. It is important that each team member participants in active listening and understand each other's perspective and look for areas of agreement to build a positive atmosphere. Even though the conflict is personal, it's important to maintain professional behavior. Avoid gossip, complaining to others about the person, or resorting to unprofessional communication.
2.	What will we do to make the experience of working together a positive one?	To cultivate a positive working experience, I believe clear communication and mutual respect are paramount. We would put emphasis on sharing ideas, concerns and feedback openly and respectfully. We will acknowledge the value of working together to find solutions that benefit everyone. All members would appreciate each other's skills and experiences thus fostering a positive and encouraging work environment. We discuss setting up regular meetings or feedback mechanisms to monitor progress and address issues promptly.
3.	How will we celebrate successes & commiserate goals we do not meet?	<p>"Success can beget success, and celebrating at work helps to build momentum, improve morale, and make the hard times feel all the more worth it." — Andy Parker, Head of Marketing at Leapsome .</p> <p>Celebrating success stimulates feelings of "inclusion, innovation, appreciation, and collaboration" in the brain, which pave the way for creative thinking, calmer work environments, increased focus and resilience to stress – even during periods of high pressure. So, we will ensure that everyone's contributions are acknowledged. This can be done through team meetings, shout-outs in communication channels, or other forms of public recognition.</p> <p>For commiserating unmet goals, we will approach them as learning opportunities rather than failures. Encourage a positive mindset that focuses on what can be learned from the experience. We will have open and honest discussions about the reasons for not meeting a goal. This fosters transparency and helps in identifying areas for improvement. We will ensure that team members feel supported during challenging times.</p>