**Guidelines for Writing Team Contract**

To prepare you for the teamwork in the business world, you will be assigned a team for the semester. Your team will work together to complete the collaborative projects in Software Project this semester.

**Rationale**

Organizational Behavior concepts define five stages of team development: forming, storming, norming, performing, and adjourning. Teams tend to communicate in indirect polite ways rather than more directly during the formation stage. The storming stage, which is characterised by conflict, can often be productive, but it can also consume an inordinate amount of time and energy. It is critical at this stage to listen carefully for differing expectations. Following that, during the norming stage, teams define roles and standards, which increases trust and communication. This stage of norming is distinguished by agreement on procedures, reduced role ambiguity, and increased "we-ness" or unity. These developments are typically precursors to the performing stage, in which teams achieve their objectives, are highly task oriented, and concentrate on performance and production. The team adjourns when the task is completed.

A team contract is created to establish procedures and roles in order to move the team more quickly into the performing stage and thus accelerate its development. This process of creating a team contract can actually help jump-start a group's collaborative efforts by focusing team members on a specific task right away. Members of the group must communicate and negotiate in order to determine the level of group participation and individual accountability that they are all comfortable with.

Personal accountability is essential for effective team performance. Individuals in a team environment are usually effectively motivated to maximise their own rewards while minimising their own costs. Conflicts can arise, however, when individualistic motives or behaviours interfere with team-oriented goals. Conflict, for example, can arise from an unequal distribution of resources. When team members believe they are receiving too little in return for their efforts, they may reduce their efforts and submit work of lower quality. Individual contributions are most frequently combined into a single product or performance, and individual effort is perceived as unequal. At this point, some team members may take on additional responsibilities, while others may reduce their own efforts or leave the team entirely. These behaviours can cause resentment, frustration, or isolation, resulting in a dysfunctional team and poor work quality. However, with a well-drafted team contract, such stumbling blocks are usually avoidable.

**Team Contract Assignment**

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

Because the primary goal of this team contract is to accelerate your team's development, increase individual accountability for team tasks, and reduce the likelihood of team conflict, **make it as specific as possible**: (a) Specify each task as precisely as possible, (b) Specify each step in a procedure or process as precisely as possible, (c) Specify the exact person(s) responsible for each specific task, and (d) Specify the exact time and exact location for each task's completion or submission. The more specific you describe your team's expectations, roles, and procedures, the more likely it is that you will have a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract as appendix in you Stage 3 portfolio.

After developing your team contract, your team is ready to begin working on collaborative assignments. However, you may quickly discover that your team is not performing as well as you had hoped. This is normal, but it must be addressed right away. Perhaps your team is simply not adhering to the established contract procedures or roles as strictly as they should, or perhaps some of the procedures or roles outlined in your contract need to be changed. Call a team meeting right away to discuss and resolve the issues your team is facing; do not wait. Seek advice from your lecturers, tutors, and student assistants to resolve any conflicts and have the best team experience possible.

**TEAM CONTRACT**

**Software Project Team # \_27\_\_\_\_\_**

**Team Members:**

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| 1) | Lewis Sawyer |
| 2) | Jack Tower-Evans |
| 3) | George Colley |
| 4) | Aaron Wass Wass |
| 5) | Alex Kerry |
| 6) |  |

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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**: 9:00– 12:00 Wednesdays and Fridays
2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Digital e.g. whatsapp, discord.

In person during tutorials

1. **Decision-making policy** (by consensus? by majority vote?): Majority vote – Everyone gets a say in what happens and everyone’s thoughts are considered
2. 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?):

We’ll remind each other through group chats and in person interactions about upcoming events and what we need to bring to the table.

1. 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?):

Jack Towers Evans and Aaron wass wass will be keeping records of group calls and sessions we spend together and will also be dedicating time at the minute disseminating. Jack and Aaron will be keeping the information in a google doct.

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?): Everyone contributes equally to the project and everyone has contributed to something in the project and everyone is aware of it
  2. **Strategies** to fulfill these standards: Communication, collaboration,

**Team Participation**

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

Set out tasks on a notepad/board/groupchat and check of tasks completed by the end of the week in the Friday session

1. Strategies for encouraging/including ideas from all team members (team maintenance):

Group discussions e.g. around the room where everyone gives an idea

1. Strategies for keeping on task (task maintenance):

Sessions where we set tasks and don’t stop until those tasks are done for the day

1. Preferences for leadership (informal, formal, individual, shared):

Shared

**Personal Accountability**

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

High attendance for people available during sessions, participation for people available (some may be at work)

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

High, Everyone will take responsibility for their work and responsibility for making the deadlines and getting on with work when given it

1. Expected level of communication with other team members:

Regular communication: At least once or twice a week for everyone for about an hour to multiple hours

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

Everyone should get on with work efficiently and should focus on what the group has decided is best for the project.

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| **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:

Team meeting/intervention to discuss individuals behavior and how to manage it and move on from it.

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

Discussion with course leader, discussion with module leader to work out how to manage the groups.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) \_\_Jack Towers-Evans\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_28/02/2024\_\_\_\_

2) \_\_\_\_\_Lewis Sawyer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_28/02/2024\_\_\_\_

3) \_\_\_\_\_George Colley\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_28/02/2024\_\_\_\_

4) \_\_\_\_\_\_Aaron Wass Wass\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_28/02/2024\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_Alex Kerry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_28/02/2024\_\_\_\_

6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_