

# TEAM CONTRACT

**For the team contract, go through each section as a team and respond to the questions and prompts for each section. Save your final team contract as a pdf.**

Course Name: INST490: Integrated Capstone for Information ScienceI

Capstone Project Title: Landscape Architecture Website Redesign

Student Names:

Thomas Brennan

Jason Calix

Jordon Farrell

Timothy Hong

Ahmed Khan

Mikel Reyes

Professor: Andrew Fellows

## PROJECT VISION

**Question:** What is the team's grades expectation on this assignment e.g. A+, A, B+? Is there a consensus?

We want to strive for an A-A+. Everyone wants to have a good grade on this assignment due to being able to put it on our portfolio and be able to use it for future job interviews and applications.

**Question:** Is each member committed to putting in the work to achieve this grade? If not, how will the team resolve this?

Yes, each team member is committing to putting in their share of the work to achieve this. If one person is not willing to put in the work, we will have to talk with them about it, make sure they are at least doing the minimum of what they need to do, and if not will be reported to the professor to get a grade that reflects their work and ability as a team member.

**Prompt:** Highlight the grade that your group is targeting. All team members must agree

on the decision:

50% to 60%

60% to 70%

70% to 80%

80% to 90%

90% to 100%

## TEAM MEMBERS' BEHAVIORAL EXPECTATIONS

**Prompt:** As a team, discuss what you need from each other to work effectively as a team? Examples: “communicating in a timely manner with each other”, “being punctual to team and client meetings”, “meeting task deadlines”, etc. Each member needs to include at least one behavioral expectation and list a specific example.

NAME	BEHAVIORAL EXPECTATION	SPECIFIC EXAMPLE
<i>Example: George Green</i>	<i>Punctuality</i>	<i>All team members show up to meetings and class on time and with work done as per agreement</i>
Mikel Reyes	Communication	Communicate timely and early, let us know if your struggling with something or if something is preventing you from doing your part.
Jordon Farrell	Respect	Respect everyone's time, and schedules, and

		communicate in a professional way.
Thomas Brennan	Stay open-minded	Listening to others ideas and perspectives even if you don't agree with them and work to resolve conflicts by compromising.
Timothy Hong	Meeting deadlines	Making sure that each team member completes their part of each assignment preferably at least a day or two before the deadline so that we have time to combine each team member's sections
Ahmed Khan	Perseverance	Making sure that no matter the difficulties faced team members will work at their best and seek help when they need it.
Jason Calix	Starting assignments early	Beginning assignments way before the deadline so we have enough time to make revisions and address any issues before the due date.

## ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify **at least one** of the skills below that you feel you **are strong in** and **one skill area that requires further development**.

Use this information in completing the sections **"SKILL STRENGTH IDENTIFICATION"** and **"SKILL DEVELOPMENT IDENTIFICATION"** areas below.

### COMMUNICATION

For effective teamwork to occur there needs to be a free, open and appropriate

expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

### **PARTICIPATION**

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

### **GIVE AND TAKE**

There may be various ideas of how to achieve success within the team. Therefore, members need to be open to compromise and recognize that it is sometimes better to give in than be “right”. Members need to discern the differences between their own needs and those of the group, ideally putting the needs of the team before those of the individual.

### **LEADERSHIP**

Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions and ideas demonstrates leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

### **ORGANIZATION**

An effective team needs to be organized. Members determine how the team is organized. This in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

### **PREPARATION**

For teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

### PROCEDURE

In order for teams to function well, they need to set up procedures, which will clearly identify members' responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise teamwork may end up being inefficient, inconsistent and regularly in "crisis". Members need to function according to agreed upon procedures which will help to guide them in times of dilemmas.

### CAPABILITY

Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one's interest and potential will often lead others to have more confidence in that member.

### COMMITMENT

Members who are committed will often be the ones taking initiative to achieve goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

### PROGRESS AND ASSESSMENT

A well running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective occurs.

## **SKILL STRENGTH IDENTIFICATION**

Each member must choose **at least one skill** from "Elements of Effective Teamwork" (pages 2&3) that you feel is your **strength**. Be **very specific** in what activity you will apply this skill to the assignment.

MEMBER NAME	SKILL STRENGTH	SPECIFIC ACTIVITY
<i><b>Example:</b> Pat Green</i>	<i>Commitment</i>	<i>I will attend all meetings and encourage others to</i>

		<i>be committed.</i>
Mikel Reyes	Leadership	I can effectively lead us to what needs to get done, and communicate with client to get more information about any taskers they need and come up with a plan to get it done
Timothy Hong	Participation	I am always willing to take on any sort of role in any group task setting and am willing to help teammates that are struggling. I also have no problem with asking my teammates for help when I need it.
Jason Calix	Commitment	I am confident in my abilities to actively respond to messages and finish tasks by our agreed deadline. As well as fill in for any other role we need.
Thomas Brennan	Give and take	I am confident in my ability to put the team first before my own needs and remain open-minded.
Jordon Farrell	Preparation	I am confident in my ability to complete the work in a timely manner.
Ahmed Khan	Organization	I am confident that I can keep the work we do organized in such a way that we can easily access and understand where all the work we complete is located and

		accessible.
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## SKILL DEVELOPMENT IDENTIFICATION

Each member must choose **at least one** skill to be developed from “Elements of Effective Teamwork” (pages 2&3). Provide a specific example of how this skill is often challenging for you in a team situation and how you might develop it within this project.

MEMBER NAME	SKILL DEVELOPMENT	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	Organization (Time Management)	<i>Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.</i>
Mikel Reyes	Capability	I am not the most coding or designing inclined. I have a very basic understanding, but I am able to help out wherever I can and research if need be.
Timothy Hong	Commitment	In group project settings I would sometimes find myself narrowing all my focus on completing my part without thinking about how I can merge my part with the rest of the group's work, this often causes a lack of flow and is something I need to improve on.
Jason Calix	Procedure	I like to start early, but need to improve on having an actual plan or outline that a group can follow on how we can

		begin those tasks.
Thomas Brennan	Leadership	In most group projects I am a great team player and will follow through with all my tasks, but I lack leadership and want to work on leading my team to success.
Jordon Farrell	Organization	I don't see myself as the most organized and feel that it can sometimes slow down the process of completing tasks.
Ahmed Khan	Progress and Assessment	I find that in past projects I've really struggled on making sure that we are up to date on work and it can make the project a struggle when the due date is close.



## TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is **available** to work on the assignments/project with your team. If this changes, complete the schedule again. Each team member should include their initials in each box they are available.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8-9am							
9-10am							
10-11am	MR, JC	JC, TH	MR,JC	JC, TH	MR	MR	MR
11am-12pm	MR, JC, AK	JC, TH	MR,JC, AK	JC, TH	MR,JF	MR,JC,J F, AK	MR,JF, AK
12-1pm	MR,JF, JC, TH, TB, AK	JC, TH, TB	MR,JF,JC, TH,TB, AK	JC, TH	MR, TH,JF	MR,JC,J F, AK	MR,JF, AK
1-2pm	MR,JF, TH, TB, AK	TH,TB, AK	MR,JF, TH,TB, AK	TH, AK	MR, TH,JF	MR,JC,J F, AK	MR,JF, AK
2-3pm	MR,JF, TH, TB, AK	JF, TH,TB, AK	MR,JF, TH,TB, AK	TH, AK	MR, TH,JF	MR,JC,J F,TB, AK	MR,JF,T B, AK
3-4pm	TH, TB, AK	JF, TH,TB, AK	TH,TB, AK	TH,JF, AK	MR, TH	MR,JF, TH,TB, AK	MR,JC, TH,TB, AK
4-5pm		JF,JC, TH,TB, AK		JF,JC, TH	MR, TH	MR,JF, TH,TB, AK	MR,JF, TH,TB, AK
5-6pm	JF,JC	JF, JC, TH,TB, AK		JF,JC, TH,TB	MR,JF, TH,TB, AK	MR,JF, TH,TB, AK	MR,JF, TH,TB, AK
6-7pm	JF, TH, TB, AK	JF, JC, TH,TB, AK	JF, TH,TB	JF,JC, TH,TB, AK	MR,JF,J C, TH,TB, AK	MR,JF, TH,TB, AK	MR,JF, TH,TB, AK
7-8pm	TH, TB, AK	MR, TH,TB, AK	TH,TB	TH,TB, AK	JC,JF, TH,TB, AK	JF, TH, AK	JF,JC, TH, AK

8-9pm	MR, TH, , AKTB	MR, JC,, AK TH,TB	MR, TH,TB	JC, AK, TH,TB	JC, TH, AK		JC, AK
After 9pm	MR,JC, TH, TB	MR, JC, TH,TB, AK	MR, TH,TB	JC, TH,TB, AK	JC, TH, AK		JC, AK

## TEAM ACTIVITY PLAN

Please fill out according to the assignment requirements. **Be as specific as possible** so that everyone is clear what is being completed and by when. The dates can be changed as the semester progresses. Feel free to add rows as required.

Project Tasks / Requirements	Who Is Completing This Activity/Task	Date to be Completed
<b>Example:</b> <i>Research on current industry events in Canada</i>	<i>Pat Green</i>	<i>Monday October 26<sup>th</sup></i>
Communicate with the Client	Jason Calix	Monday February 24th.
Research on current client's database that their looking to improve	Thomas Brennan	Friday February 28th

Research	Jordon Farrell	Friday February 28th
Set up project plan and timeline	Timothy Hong	Tuesday March 4th
Organize the project requirements document	Mikel Reyes	Friday February 28th
Brush up and edit dashboard features	Ahmed Khan	Monday March 10th

## CRITICAL REVIEW DATES

It is strongly recommended that you pre-arrange Critical Review Dates. These meetings will help to assess if you are on track and if the project is moving along as planned.

### Please discuss:

- How often your will team meet to review the project status.
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
  - What will be the ramifications of no regular communication?
- What contact information you will share with each other and when it is appropriate to contact each other.
- Deadline dates to ensure task completions.

- Who will take lead in communicating with the team and initiating discussions when needed.

Review Date #1: Sunday, March 2, 2025

Location/Method of Communication:

- Discord call

Review Date #2: Sunday March 16, 2025

Location/Method of Communication:

- Discord

Review Date #3: Sunday March 30, 2025

Location/Method of Communication:

- Discord

Review Date #4: Sunday April 13, 2025

Location/Method of Communication:

- Discord

Review Date #5: Sunday April 27, 2025

Location/Method of Communication:

- Discord

## CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

Name: Mikel  
Reyes

Signature: Mikel Reyes

Date:  
17/02/2025

Name: Jason  
Calix

Signature: Jason Calix

Date:  
02/17/2025

Name: Jordon  
Farrell

Signature: Jordon Farrell

Date:02/17/20  
25

Name: Timothy  
Hong

Signature: Timothy Hong

Date:  
02/17/2025

Name: Thomas  
Brennan

Signature: Thomas Brennan

Date:  
02/17/2025

Name: Ahmed  
Khan

Signature: Ahmed Khan

Date:  
02/17/2025