Workshop Guide – Team contract

# Purpose of team contract

Goals and action plans are important for any team, but especially those undertaking a project, and research demonstrates that structure benefits a team’s effectiveness. This team contract activity is designed to help your team establish systems and expectations so you can work together effectively this term and manage conflicts if they arise. This exercise is also particularly beneficial for individuals who are new to teamwork.

# Instructions

Take 50 minutes to work through the contract. You should discuss each question briefly, and then write down and agree on a goal and action plan for those questions you deem most critical. These materials were initially developed by Dr Catherine Collins, Australian School of Business, UNSW.

# Tips for managing conflicts

Many of us are not good at managing conflicts, but they are inevitable and can be very constructive in design. Think about conflict management as a process. Useful steps in managing conflicts include:

* Talk with your teammates and list arguments. Keep in mind: disagreements should be about things, and you should avoid personalising them!
* If you need an arbiter/moderator, talk to your demonstrators
* They may refer you to School coordinators
* If your issues are serious and may become precedents, School coordinators can talk to Faculty coordinators

We can learn a lot from the law. You settle disputes as locally as possible, and only if you cannot find an agreement yourselves, you escalate up the hierarchy to the courtroom. This is how you handle conflicts in the industry too. Solve them with your team first and move them up the hierarchy only if you have to!

# Team Details

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| Team name: R2R Team 06 |  | | |
| Team member name | **Contact (email / phone)** | **Team member name** | **Contact (email / phone)** |
| 1. Selina Li | Z5482724@ad.unsw.edu.au | 4. Michael Shi | Z5310795@ad.unsw.edu.au |
| 2. Olivia Mihill | Z5476905@ad.unsw.edu.au | 5.Adam Soulos | Z5478888@ad.unsw.edu.au |
| 3.Zhaoyu Zhang | Z5394117@ad.unsw.edu.au | 6. |  |

| Process | Questions | Plan |
| --- | --- | --- |
| **1. Transition Processes**  Periodically, teams need to focus on planning and/or evaluation activities to guide the accomplishment of team goals. Processes include setting goals, specifications and formulating strategies to achieve them. | ***1.1Q*** - What are your team goals for performance? (e.g. grade/competition)   * Successful and functional robot * Complete assessmens in timely manner * Meet requirements | **1.1P** - What are your team actions for achieving these goals?   * Weekly team meetings * Self discipline * Communication |
| **1.2Q -** What are your team goals for learning (e.g. knowledge/skills)   * Learn electrical * Individual research * Collaboration | **1.2P -** What are your team actions for achieving these goals?   * Asking each other for advice / check work * Let others know when struggling * Contact the mentor |
| **1.3Q** - What are your team goals for people? (e.g. enjoying teamwork, new friends, potential professional work colleagues)   * Enjoy teamwork * Make new friends * Learn about other people’s degrees | **1.3P -** What are your team actions for achieving these goals?   * Communicate * Be reliable * Be consistent * Not get angry at other people |
| Process | Questions | Plan |
| **2. Action Processes**  Activities that enable goal accomplishment include: monitoring progress toward goals, backup coordination activities, responses, and systems team monitoring and monitoring, | ***2.1Q –*** How will we organise leadership for this project? (e.g. project leader, sub-group leaders)   * Group leader * Timetable management | **2.1P** - What are your team’s planned actions for achieving this organization?   * Vote on a group leader * Use when to-meet to organise meeting |
| **2.2Q -**  How are decisions made? (e.g. consensus, majority, selected by leader, other)   * Consensus and discussion, debate over pros and cons | **2.2P** - What are your team’s planned actions for achieving this process?   * Establish an environment where individuals feel respected and open to discussion |
| **2.3Q** - How will we work together at different stages of the team task? (i.e. work separately then pool ideas, pass the task sequentially, all work simultaneously)   * Assign team members with different task components | **2.3P -** What are your team’s planned actions for achieving this process?   * Team leader organize and delegate the tasks |
| Process | Questions | Plan |
| **2. Action Processes**  Activities that enable goal accomplishment include: monitoring progress toward goals, backup coordination activities, responses, and systems team monitoring and monitoring, | **2.4Q** - What communication mode will we use and when? (e.g. face-to-face, email, Moodle, phone, etc.)   * Face to face where possible * Teams * Instagram for less pressing matters (I.e. running late, where to meet, 1-on-1 help/discussions) | **2.4P** - What are your team’s planned actions for achieving this process?   * Keep in contact with each other online multiple times a week * Use the when to meet software to find times to meet |
| **2.5Q** - How will we share the workload (quantity, quality, time)?   * Workload will be shared by the amount of time it would reasonably take to achieve quality work * Those who feel more confident with certain tasks will be given them | **2.5P** - What are your team’s planned actions for achieving this process?  - discussions to get everyones input during meetings  Have a different person designating work each time to make it fair |
| **2.6Q** - What will we do when a team member is doing more (or less) work than others?   * Have regular progress updates in team meetings to ensure people are running on schedule * Have 1-on-1 discussions: perhaps they need more help/are very time short/ just need more team motivation | **2.6P** - What are your team’s planned actions for achieving this process?  - have a designated person making sure that people are on task  - be understanding but also stress that this is a team effort and everyone needs to pull their weight if possible |
| Process | Questions | Plan |
| **2. Action Processes**  Activities that enable goal accomplishment include: monitoring progress toward goals, backup coordination activities, responses, and systems team monitoring and monitoring, | **2.7Q** - What happens if someone is (legitimately) unable to complete their role in an assignment?   * Communicate through teams | **2.7P** - What are your team’s planned actions for achieving this process?   * Ask for the process of other people and the person with the least workload should take up |
| **2.8Q** - How will we help team members (sharing knowledge and resources)?   * Share on Microsoft teams with links, pdf and etc | **2.8P** - What are your team’s planned actions for achieving this process?   * Consistently ask for feedback |
| **2.9Q** - When and how will we review progress on goals?   * Make a Gantt chart * Peer review, ask another teammate to proof read and approve writing | **2.9P** - What are your team’s planned actions for achieving this process?   * Communicate with the leader and through Microsoft teams |
| Process | Questions | Plan |
| **3. Interpersonal Process**  Managing relationships is important throughout the team lifespan for team goals to be achieved. This includes: conflict management, motivating / confidence building and affect management. | **3.1Q** - How will we manage conflict if it becomes personal and not task-related?   * The other teammate should focus on the project first and help to resolve the conflict as possible as we can next. | **3.1P** - What are your team’s planned actions for achieving this process? |
| **3.2Q** - What will we do to make the experience of working together with a positive one?   * Take regular breaks to ensure you don’t get burnt out / too stressed * Have food / coffee / walk breaks * Be calm when discussing | **3.2P** - What are your team’s planned actions for achieving this process? |
| **3.3Q** - How will we celebrate successes and commiserate goals we do not meet?   * PUB | **3.3P** - What are your team’s planned actions for achieving this process? |
| Process | Questions | Plan |
| **4. Meeting Practices**  Effective meeting boils down to a few good practices. This section has tips for running effective meetings. Please review them briefly and decide how you deal with them. | **4.1Q** - How often you have meetings (for example, once a week or twice a week)   * At least twice a week | **4.1P** – What are your team’s planned actions for achieving this?   * Attend the meeting on time. |
| **4.2Q** - Where and when will we hold our meetings?  - when – Mondays and Thursdays. Extend out Mondays after the mentor meetings (as Michael is on campus) and Thursdays Aswell   * Where – Baxter College ground floor meeting room. Usually empty, two team members reside so convenient. | **4.2P** - What are your team’s planned actions for achieving this?   * Good communication |
| **4.3Q** - Describe the meeting protocol.   * Arrive on time * Be civil * Do desegnated work | **4.3P** - What are your team’s planned actions for achieving this?   * Finish the |
| Process | Questions | Plan |
| **4. Meeting Practices**  Effective meeting boils down to a few good practices. This section has tips for running effective meetings. Please review them briefly and decide how you deal with them. | **4.4Q** - Who chairs, who scribes team minutes, and who archives them   * Roles switch between different members each meeting | **4.4P** - What are your team’s planned actions for achieving this?   * Team discussion |
| **4.5Q** - When agendas and minutes are issued?   * Agendas are issued prior to the meetings * Minutes are to be made during or within 2 days after the meeting | **4.5P** - What are your team’s planned actions for achieving this?  - Good communication |
| **4.6Q** - If you change roles (for instance, rotate chair and scribe roles), how does that happen | **4.6P** - What are your team’s planned actions for achieving this? |
| Process | Questions | Plan |
| **4. Meeting Practices**  Effective meetings boil down to a few good practices. This section has tips for running effective meetings. Please review them briefly and decide how you deal with them. | **4.7Q** - Who guarantees that meetings will begin and end on time  -The team members discuss and decide a time suitable for everyone | **4.7P** - What are your team’s planned actions for achieving this?   * Sites such as when to meet * Meeting invites to be sent and stored in calendars |
| **4.8Q** - Members promise to come to the meeting well prepared   * Ensure they complete their individual tasks * Have prior knowledge about meeting agenda | **4.8P** - What are your team’s planned actions for achieving this?   * Create checklist for pre-meeting agenda |
| **4.9Q** - Who checks that agenda item for the next meeting will be discussed at the end of the meeting | **4.9P** - What are your team’s planned actions for achieving this? |
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| **4. Meeting Practices**  Effective meetings boil down to a few good practices. This section has tips for running effective meetings. Please review them briefly and decide how you deal with them. | **4.10Q** - What kinds of items are allowed under AOB (And other business)   * Food and snacks | **4.10P** - What are your team’s planned actions for achieving this?   * Organise who is bring the snacks and food * Weekly runs to IGA and Coles (from personal spendings) |
| **4.11Q** - If a member cannot participate, how will absences be handled?   * Member should go on meeting minutes to read up on activity and ask questions on the chat for clarification | **4.11P** - What are your team’s planned actions for achieving this?   * Ensure members have access to team-work |

# Feedback

As per usual, we’re interested to hear your feedback. What about this guide could be improved? What worked well, and what didn’t? Let us know via this anonymous feedback form. Click or scan the QR code below:

[](https://forms.office.com/Pages/ResponsePage.aspx?id=pM_2PxXn20i44Qhnufn7o93tJc27zv5Cocu5LM01P8RUN0JaVlo3NEc3WFM4SkkwOVcxVllZMlJZSi4u)