ENGR 2050-08 - Team Contract

01/25/2024

Team Seven

Nate Anthony, Fanta Cisse, Kismet Crossdale, Kamsi Dozie-Obele, Hayden Fuller, Jameson Giannattasio

**Ground Rules**

1. Team members will not speak over each other during meetings
2. Decisions will be made through thoughtful group discussion by coming to a consensus on a given issue
3. Team members will not edit each other's work without permission. Issues with each others work should be brought up at meetings or individually
4. Team members will obey academic integrity policies in accordance with the institute
5. Team members are expected to communicate their needs, asking for help when they need it
6. In the event of conflict, team members are expected to de-escalate conflict and approach difficult discussions with patience and respect for self and other team members
7. If a person is absent during class, it’s up to you to ask for what you missed

**Meeting Management Plan**

* An agenda will be discussed in class before each meeting. Meetings will be held tentatively on Mondays at 6 pm as needed to accomplish work for the class. Thursdays at 6 pm may be used as a backup date.
* There will be weekly check-ins during meetings. During every meeting, we go around the table and check in on how everyone is doing (progress-wise/mentally/physically, etc.)
* Absences will be excused provided they are communicated ahead of time. Meetings will proceed as normal even if team members are late or not present. If only a fraction of group members are present, meetings may be held virtually.
* The secretary will take meeting minutes which will be posted so absent team members can review what they missed.

**Organizational/Leadership Structure**

* Roles and leadership structure have been deemed excessive for the needs of the group at this time. More roles may be established as needed in the future.
* To meet the current organizational needs of the team, the roles of secretary and meeting facilitator have been established for the duration of the class.
* Kismet will be the secretary and Nate will be the meeting facilitator.
* The secretary will be responsible for taking minutes during meetings, posting them in the google drive, and establishing an agenda to be discussed during meetings
* The meeting facilitator will be responsible for keeping everyone on task during meetings and leading discussions as needed. The meeting facilitator will also be responsible for holding team members accountable for their work and how they treat others

**Decision Making/Conflict Process**

* Conflicts will be resolved through thoughtful group discussion by coming to a consensus on a given issue
* In the event of a heated argument, other team members are expected to mediate as needed until more level-headed discussion can be resumed
* Most decisions will be made informally as the result of group discussion
* Important decisions made will be included in the meeting minutes and may be subject to further discussion if amendment is needed
* If one person were to not do the work or submit substandard work, there would be an intervention to confront that person and converse about what may be going on with that person. We could come up with accommodations or ways to support that person.

**Team Finances**

* Purchases will be made as needed, and, if deemed necessary by the team, the cost will be split evenly amongst the team members.
* Purchases deemed to be of excessive cost, which will be determined by the needs of the project, will not be compensated unless deemed necessary.
* Finances will be managed by the secretary in a spreadsheet that the group can access
* Purchases without a receipt will not be compensated

**Accountability**

* Team members are expected to hold themselves accountable for their conduct and their needs.
* Each person is expected to communicate what they need, and check-ins will be done at the beginning of meetings to address issues and solve problems as a group
* If intervention is needed to address unforeseen issues, the situation will be evaluated through a discussion where people are expected to be open and upfront about the issue and the conflict will be resolved in accordance with what is written above.
* See: Decision Making/Conflict Process, point 5
* Acknowledgement during team meetings and other positive reinforcement and praise are ways to highlight and recognize high quality work.

**Signatures**

| Nate Anthony | Kamsi Dozie-Obele |
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| Fanta Cisse | Hayden Fuller |
| Kismet Crossdale | Jameson Giannattasio |