

Team Contracts – P0

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

- bringing coffee/donuts when last team meeting was missed,
- mark down in peer evaluation when coming to class or team meetings unprepared three times,
- **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

A. Preparation for team contract	Fill out this sheet in advance of your first tutorial.
B. Team contract template	Hand in a draft version of this by the second Friday lecture. You will receive feedback by the following Monday, and are expected to complete a final version by the following Friday. (For 2014F, this is Sept 19; feedback will be provided by Sept 22; final version due by Sept 26)
C. Team contract discussion worksheet	Use this in your first tutorial
D. Examples	Some examples of policies and consequences

A. Team Contract

Date: 28/09/2016

Tutorial 04 – Wednesday at 2PM

Section: 04

Team Timber

– Garden Guide

Number: N/A

1. Team Goals

Our team goals are to;

- Get good grades;
- Gain a deeper understanding of HCI principles,
- Improve our developing and designing skills, and
- Create something that we will enjoy creating and be proud of.

2. Team Roles (*e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.*)

Name	Roles
Sammia Abrar	<i>Programmer, Contact, Designer, Technical Writer</i>
Steven Ho	<i>Programmer, Designer, Code Reviewer</i>
Susant Pant	<i>Programmer, Designer, Visual Designer</i>

3. Team Organization

How will you communicate?	Slack
Where/when will you meet?	When: The team will meet on Fridays. Where: The time for the meeting will be in the afternoon. (12 PM)
How will you share files?	Google Drive, and GitHub* *Once everyone is comfortable using this VCS
What operating system will you use?	Windows, Mac OS, and Ubuntu
What editor(s) will you use?	Notepad++, Atom, and Eclipse
What editing style will you use?	Standard coding practices. I.e. Proper indentation, comment blocks, and inline comments.
Any additional considerations?	N/A

4. Expectations from Team Members (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
Punctuality (Grace period: 5 minutes)	<u>First Strike</u> : Sing Justin Bieber song chorus to team, and post video to Slack team channel <u>Second Strike</u> : Tim Bits for teammates <u>Third Strike</u> : Starbucks and discuss the member's future with the team, Tony and the TA.
Open to new ideas/ Being respectful for others	Discuss why they are not open to the idea, if no solution is found, the member will be terminated from the group, after discussing with Tony and TA.
Come to all classes and tutorials on time	Discuss with the absent and tardy member. If no solution is found, we will discuss said member's future in the group with Tony and TA.
Avoid disruptive side conversations, calls, etc.	Discuss with the disruptive member. If no solution is found, we will discuss said member's future in the group with Tony and TA.
Be prepared to participate in team discussions	Discuss with the unprepared member. If no solution is found, we will discuss said member's future in the group with Tony and TA.
[Responsiveness] Stay up to date with communication <ul style="list-style-type: none"> Slack (General) Communication - within 12 hours Group communication - within 4 hours Direct message – Immediately 	Discuss with the unresponsive member. If no solution is found, we will discuss said member's future in the group with Tony and TA.
Quality <ul style="list-style-type: none"> Work (write-ups, documentation, code, etc...) of the highest quality given the time frame is expected from each team members. Other team members define the quality of the code. Team members discuss their feedback with the individual and come to a mutual conclusion. 	If the member's expectations of the quality of work no longer align with the rest of the group, the group will discuss the issue and try to find a comprise that benefits all. If a solution cannot be found after discussions, Tony and the TA will be notified of the issue and the future of said member with the team will be discussed.
Timeline <ul style="list-style-type: none"> A list of activities and deliverables will be sorted out on a weekly basis together as a team and it is expected that all team members follow through to the best of their abilities. Make sure items are finished at least half a day before the deadline. 	Discuss with the member, see if their reason for incompleteness is valid (i.e. mental or physical health issues, family issues/emergencies, etc...). If reason for incompleteness is because the member is overwhelmed with the amount of work, then an arrangement such as lessening the member's work can be made. (Three strikes rule applies, then apply "If no solution found..." clause. If no solution is found, we will discuss said member's future in the group with Tony and TA.

*All team members participated in formulating the standards, roles, and procedures as stated in this contract.
We understand that we are obligated to abide by these terms and conditions.*

1) Sammia Abrar 10136616 date: 29/09/2016



2) Steven Ho 10131478 date: 29/09/2016



3) Susant Pant 10153138 date: 29/09/2016



B. TEAM CONTRACT WORK SHEET: PART 2

Team Discussion Guidelines

1. What does each team member want to get out of this project or experience?
 - a. What do I want to learn?
 - b. How do I learn – by doing, by someone else explaining, by reading
 - c. Goals for the project/experience – something to do with performance that isn't just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
 - d. Hopes and fears about the group
2. What do I have to offer others?
 - a. Previous experience that might be helpful to the members of the team
 - b. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
 - a. Great editor, lousy writer / Creative thinker
 - b. Need to read material before talking about it
 - c. Prefer to talk or brainstorm before reading
 - d. Communicate best in person / Prefer e-mail to telephone
 - e. Want to do individual work before team thinking sets in
 - f. Prefer group discussion before developing my own position
 - g. Annoying habits that I have that I will try to limit...
 - h. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
 - a. The team with regard to its project or task
 - b. Each individual team member
5. Reach consensus on the team's goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
 - a. Include procedures to be used in the event that a team member's performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
 - b. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team's policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

C. Some examples

The ground rules for our team are:

- Come to all classes and be on time
- Come prepared and ready to participate in the team
- Listen actively to what others have to contribute
- Be supportive of the efforts and initiatives of others
- Criticize ideas, not people
- Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

- If a team member is unable to attend a class, s/he will notify the team ahead of time.
- If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.
- If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.