

Software Design

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[ACTIVITY] Team contract formation

Opened: Friday, 21 January 2022, 12:00 PM

Mark as done

Objective

The purpose of this activity is for you and your teammates to develop a team contract, or charter, to define how you will work together on the term-long project. This contract is part of your [team deliverable for the project proposal due next week](#).

This activity incorporates the [course learning objective](#) "Work effectively in stable teams over the course of the term."

Your task

Your task is to develop a team contract. The team contract helps build group cohesion and accountability; removes much of the cognitive load in keeping track of tasks, responsibilities, and deadlines; and gives teams the opportunity and space to reflect on their individual and team goals and expectations.

Your team contract can be submitted as either a [Markdown](#) document or a PDF file, whichever works better for your team. The team contract will form part of the peer/team evaluation component of the term-long project.

In your team contract, you should address the following prompts.

1. **What are the goals of our team?** What do you, as a team, want to gain from this project experience? What goals and skills do you want to attain and/or hone? Start your contract with a goals statement.
2. **What are the strengths of our team and its members?** Individually, think about the strengths you bring to the project. These could include technical strengths ("I am really good at finding bugs in code", "I organize my code really well", "I can find answers very efficiently by searching") and broader life skills strengths ("I take excellent notes", "I am an excellent listener", "I like to find and build consensus when there's disagreement"). If you already know some of your teammates and/or have worked with them previously, feel free to add to their strengths. List these out for each team member in your contract.
3. **How will we capitalize on the strengths of each member?** Think about your team goals and how each person might contribute to achieving them based on their strengths. Does assigning roles make sense for your team, or perhaps rotating roles? Note that exact roles and responsibilities will likely change over the lifetime of this project, and that's ok.
4. **What are the rules that will guide your team?** Specifically:
 - When will your team meet? What time, how often, for how long, where?
 - What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?
 - How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)
 - How will you make sure communication stays respectful? (How does your team define "respectful"?)
 - What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate / check in?
 - What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)
 - How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, rock-paper-scissors, etc.)
 - How will you divide the work?
 - How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?
 - What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)
 - What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?
 - How will you address conflict or deal with disagreements within the team?

What to turn in

Add your team contract to your team GitHub repository, and turn it in with the rest of your project proposal documents.

Grading summary

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Groups

13

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