**Module 1 Team Assignment: Team Contract**

(2% of Course Grade)

The major project in this class is completed in teams. Being able to work productively with a team is one of the most essential aspects of achieving success in a business setting. It’s important for increasing creativity in the workplace, improving the quality of work, and fostering healthy and productive relationships with colleagues. Teams can accomplish work more quickly and effectively than people taking on projects on their own. Collaborative work also keeps people accountable to each other, which increases motivation.

**Collaborative Assignments in this Course:**

**1) Marketing Plan**

* You will work with the same team for the entire course.
* Your team will collaborate using the Group Forums in Blackboard or any other tools you may choose – Zoom, Google Hangouts, Skype, WhatsApp or a conference call.
* Your final presentation will be in a recorded Zoom presentation. Please review all the curated resources for Zoom in the Technology Resources Folder in the Student Resources content area.
* Team grades consist of two elements: a team grade for the project itself, and I will also take into account peer reviews that will be submitted in the final module.

**2) Case Discussions**

* The case discussions in this course have a collaborative element. Please read the description of the case discussion assignment and plan how your team will divide up assigned questions in time for the discussion.

**Part I. Team Contract Basic Information**

This team contract should be a concise, two-page document that outlines the following sections of information. You may craft this using Google Drive or via documents revised via the Group Forums or the Group Wiki.

* **Your team number – assigned by the instructor.**
* **Your team’s list of participants** – Clearly state who is on your team, their contact information, and any information about team members that might be helpful.
* **Dates —** Schedule at least three dates:   
  1) Recurring meeting time/date,   
  2) Marketing Plan practice presentation date, and  
  3) Date of final recorded online synchronous presentation using Zoom.

**Part II: Expectations**

* **Decision-making processes —** How will decisions be made? By consensus? What will you do if there is an even split of preferences? Whatever your choices here, make sure they are negotiated from the start.
* **Task analysis and distribution of workload —** Analyze the assignment and discuss how you might break it up. Think creatively about how different team members might work together on separate tasks, and how roles might be distributed among the team according to individual strengths. How will you split up the discussion questions when it is your team’s turn to lead case discussions?
* **Roles** —One key to working well together is to be conscious of, and explicit about, the roles each member will take on. When placed in a team situation with a specific task, individuals inevitably take on different roles. It is important to be up front about this process. A few examples of team roles include communication coordinator, meeting leader, researcher, writer, reviewer, editor, recorder (transcribes meetings, highlights key discussions for reference), and submitter (who submits the work on behalf of the team). Determine what your team would like to call these roles.
* **Your team’s communication plan** – Be clear from the start how often you will meet, purpose of the meetings, and what tools you’ll use to meet. How will you communicate with each other? Will you be doing real-time meetings, communicating by email, phone, Zoom? Documenting this up front will go a long way toward establishing a clear plan for staying on target with your teamwork.
* **How your team will collaborate –** How will you co-create materials? Will you use Google Docs? Will you submit drafts on the Blackboard discussion board? How will you split up tasks? Will you split up sections of the assignment or assign different roles?
* **Your team’s code of conduct** – How will you treat one another? How will you treat each other in difficult situations? How will you handle team members who are consistently missing or do not meet expectations? How will you handle missed due dates for portions of assignments?

**Submission Requirements**

Your team will submit this Team Contract in the Groups area of Blackboard.

**Assessment Criteria**

Identified team number, a list of team members, (at least 3) meeting dates, distribution of work among members, team communication plan, team collaboration plan, and team code of conduct.