

## Team Contract

A **Team Contract** is a document prepared by each team prior to starting work on group projects. Students should be held accountable and responsible for their own actions. Students will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members. The contract should be developed and signed BEFORE starting the actual course project. **For the Team Contract to be valid, provide the signed and dated original contract to me by the specified deadline on your course schedule. Give a photocopy of the original to each group member for their records.** This document is more for your group than it is for me so feel free to tailor it to your group's needs.

**Project Team Name:**

Work in Progress

	Team Member Name:	E-Mail	Telephone/Other Contact Info
1	Matthew Taylor	mtaylor72@gatech.edu	678-517-4078
2	Cody Fries	cfries3@gatech.edu	404-698-1362
3	Brandon Jackson	bjackson41@gatech.edu	404-861-2784
4	Dustin Bayne	dbayne3@gatech.edu	478-456-3974
5	Luze Newman	lnewman8@gatech.edu	770-235-9213

### A. Team Structure:

1. Leadership structure (individual, individual with rotating leadership, shared):

Individual

2. Decision-making policy (by consensus? by majority vote?):

Consensus

3. Who is the team Recorder/Documentation Manager/Maintainer of all required turn-ins?

Matthew

4. Day, time, and place for regular team meetings:

Right after class

5. Usual method of communication (e.g., e-mail, cell phone, wired phone, in person):

Facebook group (cell as emergency)

## B. Team Procedures:

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting?):

Cody

2. Method of record keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?):

Matthew, Github

3. Procedures in the absence of a team member: (will the team meet with one member absent, or must all members be present?):

Matthew will update the absent member

## C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:

2 programmers, 2 UI designers, 1 tester

7. Strategies for encouraging/including ideas from all team members (team maintenance):

Frequent meetings w/ open table

8. Strategies for keeping on task (task maintenance):

Frequent meetings and sticking to agenda

## D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

All of the above are expected

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Leader will decide

3. Expected level of communication with other team members:

Say if anything goes wrong, and stay informed of meetings

4. Expected level of commitment to team decisions and tasks.

Full commitment to tasks and at least moderate commitment to decisions

### E. Consequences of breach of contract:

What procedures and penalties do you wish to implement in the case of "slackers" or team members who deviate from your Team Contract? You basically have two options here: 1.) **No Peer Evaluation** or 2.) **Peer Evaluation**. Either option is acceptable to me, but I strongly advise you implement **Peer Evaluation** so that you have a mechanism in place if problems arise.

1. **No Peer Evaluation:** Your group may decide that you do not want any form of peer evaluation and that you will trust each other to pull their weight throughout the entire semester. If that is your decision, in this section of your contract, simply specify the following statement: **All group members will receive the same grade on every aspect of the project regardless of their contribution and regardless of any problems that may arise throughout the semester.**
2. **Peer Evaluation:** If you would like some form of peer evaluation, specify the following statement: **Our team will conduct peer evaluation as part of this project.** As an appendix to your Team Contract, or in the section below, you **MUST** include the following three additional items:

a) a blank copy of the evaluation instrument that you will use to evaluate each other. You will have to create this on your own in advance or you may provide a blank copy of an evaluation form used from other classes),

b) specific directions for completing the evaluation instrument (e.g., will you only evaluate other team members or will you evaluate other team members plus yourself?; will the evaluation be anonymous or will it be an open evaluation?), and

c) very detailed directions on how you wish me to penalize group members based on the peer evaluations (e.g., if the combined average score on the evaluation form is less than 140 points, lower that person's grade by 10% on all parts of the project, if between 141-150 points lower by 5%, etc.) In other words, explain how you wish for me to calculate and adjust grades based on your evaluations. I will honor your requests and I have lowered grades in the past based on information found within peer evaluations. The choice is yours in terms of how you want to handle this. Develop a procedure that works for everyone in your group. Feel free to contact me if you need assistance.

anonymous  
rate out of 10  
with an explanation

### Important notes about the Procedures section of the contract:

- You **cannot** change any aspect of the team contract, particularly the "Procedures" section, once the signed contract has been turned in to me. Therefore, be **VERY SPECIFIC** on the Procedures section and spend some time thinking about this section. The only way I will accept a change to your Team Contract is if **ALL** members of your team sign and date a written amendment to your initial agreement.
- If you do some form of anonymous peer evaluation, please collect them in sealed envelopes from each team member. Turn in the entire packet of sealed envelopes no later than the day your project is due or, if applicable, the date specified on the course Schedule.



- If your project has a mid-semester benchmark or group presentation, in addition to a final project, consider whether or not you want peer evaluation for these aspects as well as the final project. If your team is doing peer evaluations throughout the semester, in addition to the date your project is due, include such due dates on your contract.
- I will provide notification via e-mail to any student whose grade may be lowered as a result of the peer evaluation.

1. Policies for handling infractions of any of the obligations of this team contract:

Reflected in peer evaluations

2. Policies for handling persistent infractions:

Confront instructor

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