

Team Contract

INST327

Course Section: _____0203_____

Team Number/Name: ____Team

4_____

Date: 2/18/2021

This team contract will set the procedures for the team for:

- Methods to contact other team members
- Selection of the team liaison
- Determining the team philosophy and ground rules
- Setting teamwork due dates and obligations
- Setting team meeting schedules
- Provisions for dealing with conflict and/or team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team

1. Contact Methods

As a team, discuss the best ways to contact each team member. Email? Cell phone? Text message? Make sure that all members have at least two contact methods and enter the information below.

Team Member (* - liaison)	Best Contact Method: include phone number, email address, etc.	Alternate Contact Method: include phone number, email address, etc.

Christian Cruz	GroupMe Phone: 301-928-7111	Email: ccruz64@terpmail.umd.edu
Jonathan Salaver	GroupMe: 240-565-9440	jsalaver@terpmail.umd.edu
Jim Chen	GroupMe Phone: 240-801-0797	jchen160@umd.edu
Jason C. Bae	Phone/Groupme/Email: 215-913-3465/ jasonbae90@yahoo.com	215-913-3465 jasonbae90@yahoo.com

2. Team Philosophy and Ground Rules

In this section, think about what philosophy or attitude you would like the team to have to complete the team project effectively. In the space below, discuss what aspects of teamwork you consider to be the most important and why. That is, what is your “team philosophy”? To develop a practical team philosophy, what ground rules will you establish for team behavior and contributions? Write them here.

I would like the team to be effective at communicating at regularly scheduled times so that a plan for getting work done at scheduled intervals can be made, to avoid putting off work until the last minute. Communication is paramount to me, and I think that having a space like a GroupMe so that all members of the team can be reached would be key. Ground rules could include having mandatory scheduled meeting and times to communicate about the project and having scheduled deadlines for when work is to be done.

3. Team Meetings

The team needs to meet to ensure that the project is proceeding on schedule. These meetings may be in person, or by other methods, such as Skype, etc. How will the team schedule meetings? How will you compromise if your schedules don't synchronize? Where will the team meet? (This should be an online meeting.)

We should have online meetings via zoom and can use the GroupMe chat to speak about what times are best for everybody to be available, if our schedules don't synchronize at all, we can continue discussion in the group chat.

When/where/how will you meet for the first time to talk about it?

Once all members of our team are together in our group chat, we can start going over when we should meet first.

4. Team Debate and Conflict

It is unlikely and not necessary for all team members to agree all the time about what to do for the project. How will the team make decisions? Will the majority rule? Must all agree? Will one person decide? Alternatively, will you adopt some other method?

The team should make decisions with majority rule unless there is significant opposition from any one member, compromise is important outside of making decisions by majority.

How will the team ensure cooperation and equal distribution of work?

- a. How will team member obligations and due dates be determined to allow enough time for final revisions to the project deliverable before the due date? What will be the lead time? What will be the contingencies in case one or more team members are unable to fulfill their obligations?

In our regularly scheduled meetings, we can outline when work due dates should be

while being certain to leave enough time, for example a week, before the final submission for revisions. Further, we should look over each other's work at our regularly scheduled due dates. If any one team member is unable to fulfill a deadline, I would ask that they communicate what help they need from other team members in order to get back on track, and we can help to the best of our ability.

b. Provisions for Dealing with Problem Team Members

A team member who routinely does these things may be a problem for the team in its effort to achieve its goals:

- A team member who regularly fails to complete their work on time.
- A team member who refuses to share their work with the team (and wants to submit it alone).
- A team member who does not communicate with the team regularly and/or does not attend team meetings regularly.
- A team member who regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or engages in other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the process followed to completion could lead to an intervention meeting with the instructor.

In the space below, incorporate these steps into a team procedure for dealing with a problem team member. The process should include:

1. How the team will notify the team member that there is a problem that needs to be rectified. (i.e., will you contact the team member in person in class? By email? how?)
2. How a second notice about the ongoing problem(s) will be given to the team member. If a second notice needs to be given, then the instructor should also be notified. You may contact me by ELMS message or in class.
3. How the team will work with the team mentor and instructor once the previous steps are taken and the problem persists. This process must include a meeting with the instructor, team mentor, the problem team member, and at least two other team members. At this meeting, an action plan will be devised.

Contact for a problem with a teammate should be conducted through the group's group chat so that all members are a part of it, if that is not feasible, we will contact that member at their preferred contact method. A second notice would also be given at their preferred contact method. If the problem persists, we will contact the team mentor and

instructor and outline the problem we are having so that we can figure out a way to still meet all project expectations .

5. Approval of the Team Contract by All Team Members

A team member's submission of the contract indicates that they have read the team contract and agree to all provisions of the contract. If a team member is not present at the initial team meeting, then they cannot dispute any of the procedures in the team contract but must agree. Each team member should submit an electronic copy of the team contract on ELMS.