SYSC3010 Team Contract 0F[[1]](#footnote-1)

The team contract is to be completed electronically, and submitted on CULearn.

**Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures

2. Identifying expectations

3. Specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Once your team contract has been developed, your team is ready to begin work on the project. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as it should, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your TA or professor to resolve any conflicts a soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

# TEAM CONTRACT

|  |  |  |
| --- | --- | --- |
| Team Name \*\* | L1-F-4 | |
| Team Members | First Name | Last Name |
| 1 | Kevin | Belanger |
| 2 | Conor | Johnson Martin |
| 3 | Chris | Atkinson |
| 4 | Chukwuka | Emmanuel Ihedimbu |

# Team Procedures

1. Choose a day and time for a regular weekly **team meeting** (in addition to regularly scheduled labs)

We will meet and discuss every Friday at 1:00pm until our lab section which starts at 2:30pm as to have our project fresh in our minds going into the labs.

1. Describe how you will manage the team meetings? (Who will set each agenda? Will there be a leader? What is expected of each team member before coming to the meeting? What will be done to keep the team on track during a meeting?):

Conor will set an agenda for each weekly meeting. We will attempt to all contribute equally to the project as opposed to having a single individual leader. We will divide work evenly and each be responsible for our own section of work on a weekly basis. We will rely on each other to meet all deadlines and be on top of each assigned/chosen task. Conor will set reminders for group members to stay on track.

1. Describe the method for recording all decisions. Communication will be done via Slack, but how will you retain key information without it getting lost amongst other messages?

We will communicate via Slack however we will record lists of tasks and group goals in a word document to keep track of anything we may want to revisit in the future.

# Team Expectations

1. What does the team consider to be characteristics of a good team member?

A good team member is someone who contributes equally. They must be organized and be able to communicate effectively. They should always be punctual however if they are going to be late in some way, communicate this to the group. A good team member completes all designated tasks and adheres to all deadlines decided by the group. Overall, they must contribute to the team in a positive manner and hopefully fun to be around

1. What does the team think about *work quality* and *project standards?* What is a realistic level of quality for collaborative writing, individual research, preparation of drafts, peer reviews, etc.?

Work quality is only as strong as the weakest member’s efforts. Our team's goal will always be to produce a high level of quality when it comes to professionally written documents and individual research. Therefore, the group will contribute by doing assigned parts and by aiding others where they are weaker.

1. How does the team want to approach deadlines for joint submissions? Will one person submit on behalf of the group? Should there be an earlier deadline to allow time to integrate the parts into a whole?

Any of the group members may submit on behalf of the group however there must be communication between the group members on who will be doing so. We will set an earlier deadline to assure the group submission is on time.

## Team Participation

1. How will the group handle a member who does not participate in offline Slack discussions, does not attend meetings, or is always late? (Poor communication)

Try to figure out why they are not communicating and see if a different time for meetings would be better for them. Try to get the team member to do their work and give them strict guidelines to follow and inform them of meetings/discussions multiple times so that they remember to join.

1. How will the group handle a member who does not submit their work early enough to integrate and/or does not respond to communications about tasks to complete? (Poor time keeping)

Keep close tabs on the individual and check in to make sure they are doing their tasks before it is too late. Conor will take a lead on reminding everyone to get their work in on time. At the end of the day, the whole group hurts if one person misses a deadline.

1. How will the group handle a situation when a person is unable to complete the task assigned to them, perhaps either because of time, effort, or ability? (Poor quality work)

When a person is unable to complete a task we will give the task to another member of the group who might know how to do the work and give them a different task more suited to their strengths.

1. How will the group ensure that ideas from all team members are encouraged and included?

The group will ensure all team members are included by having weekly discussions and through constant exchange of code over slack.

1. How will the group respond if the strategies described in the previous questions fail and infractions continue?

Inform the TA/Prof of the infraction and get the issue resolved with them.

1. Credit goes to the instructors of GNG1103, University of Ottawa, 2018. They in turn gave credit as follows: This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc [↑](#footnote-ref-1)