

TEAM CONTRACT

For the team contract, go through each section as a team and respond to the questions and prompts for each section. Save your final team contract as a pdf.

Course Name: INST490 Integrated Capstone for Information Science

Capstone Project Title: Career Skills Assessment 2

Student Names: Abdulfaruq Seriki, Luke Kadingo, Elizabeth Poon, Richmond Quarshie

Professor: Kibbi Henderson

PROJECT VISION

Question: What is the team's grades expectation on this assignment e.g. A+, A, B+? Is there a consensus?

We are expecting a grade range of A-, A, or A+.

Question: Is each member committed to putting in the work to achieve this grade? If not, how will the team resolve this?

Everyone is committed to putting in the work to achieve this grade. However, should someone demonstrate a lack of effort or commitment, we will:

1. Talk with them, starting with text.
2. Having an in-person meeting/discussion about any issues.
3. Bringing it up with the professor, and determining the best course of action.

Prompt: Highlight the grade that your group is targeting. All team members must agree on the decision:

50% to 60%

60% to 70%

70% to 80%

80% to 90%

90% to 100%

TEAM MEMBERS' BEHAVIORAL EXPECTATIONS

Prompt: As a team, discuss what you need from each other to work effectively as a team? Examples: “communicating in a timely manner with each other”, “being punctual to team and client meetings”, “meeting task deadlines”, etc. Each member needs to include at least one behavioral expectation and list a specific example.

NAME	BEHAVIORAL EXPECTATION	SPECIFIC EXAMPLE
<i>Example: George Green</i>	<i>Punctuality</i>	<i>All team members show up to meetings and class on time and with work done as per agreement</i>
Abdulfaruq Seriki	Accountability	Team members should hold each other accountable whenever they feel as if something is lacking.
Elizabeth Poon	Reliability	Meeting deadlines that are established for assignments and deadlines we set as a group. All team members keeping their word/doing the work they say they will do and when they will do it
Richmond Quarshie	Communicative	No matter what happens, always communicate any concerns or issues with the rest of the group.
Luke Kadingo	Displaying Empathy	Team members are

		understanding of each others' circumstances and show a willingness to work around any conflicts or obstacles.
Allison Li	Procedure	Team members should divide work and organize team work ahead of time so everyone is able to complete assignments and tasks adhering to the deadline.

ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify **at least one** of the skills below that you feel you **are strong in** and **one skill area that requires further development**.

Use this information in completing the sections **“SKILL STRENGTH IDENTIFICATION”** and **“SKILL DEVELOPMENT IDENTIFICATION”** areas below.

COMMUNICATION

For effective teamwork to occur there needs to be a free, open and appropriate expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

PARTICIPATION

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

GIVE AND TAKE

There may be various ideas of how to achieve success within the team. Therefore,

members need to be open to compromise and recognize that it is sometimes better to give in than be “right”. Members need to discern the differences between their own needs and those of the group, ideally putting the needs of the team before those of the individual.

LEADERSHIP

Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions and ideas demonstrates leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

ORGANIZATION

An effective team needs to be organized. Members determine how the team is organized. This in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

PREPARATION

For teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

PROCEDURE

In order for teams to function well, they need to set up procedures, which will clearly identify members’ responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise teamwork may end up being inefficient, inconsistent and regularly in “crisis”. Members need to function according to agreed upon procedures which will help to guide them in times of dilemmas.

CAPABILITY

Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one’s interest and potential will often lead others to have more confidence in that member.

COMMITMENT

Members who are committed will often be the ones taking initiative to achieve

goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

PROGRESS AND ASSESSMENT

A well running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective occurs.

SKILL STRENGTH IDENTIFICATION

Each member must choose **at least one skill** from “Elements of Effective Teamwork” (pages 2&3) that you feel is your **strength**. Be **very specific** in what activity you will apply this skill to the assignment.

MEMBER NAME	SKILL STRENGTH	SPECIFIC ACTIVITY
<i>Example:</i> <i>Pat Green</i>	<i>Commitment</i>	<i>I will attend all meetings and encourage others to be committed.</i>
Richmond Quarshie	Give and Take	I will contribute my own ideas and be receptive to my teammates' ideas. We will put our ideas together in order to find the best solution.
Elizabeth Poon	Leadership	I will promote and be open to any team ideas, decisions, and actions. I will encourage others to say their ideas, and what they believe is the best decision.
Luke Kadingo	Communication	I will always communicate what work I

		plan to complete, have already completed, and still needs to be completed/is coming up when that information needs to be shared. I will listen to other team members and my responses will be timely and respectful.
Abdulfaruq Seriki	Leadership	I will understand that I need the team and I am facilitator at heart and am willing and able to facilitate sprints/ group discussion if needed.
Allison Li	Commitment	Despite not really interested in the topic, I will make sure I am committed to completing all assignments before the timeline and put in my best work for all group work.

SKILL DEVELOPMENT IDENTIFICATION

Each member must choose **at least one** skill to be developed from “Elements of Effective Teamwork” (pages 2&3). Provide a specific example of how this skill is often challenging for you in a team situation and how you might develop it within this project.

MEMBER NAME	SKILL DEVELOPMENT	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	Organization (Time Management)	<i>Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.</i>

Richmond Quarshie	Leadership	I sometimes like to let others dictate what happens next and will wait for others to take initiative.
Luke Kadingo	Procedure	I sometimes struggle to identify work and lay out responsibilities preemptively, and usually just go with the flow. I will challenge myself to put extra effort into things like this team contract and any other timeline and procedure work this semester.
Elizabeth Poon	Give and take	Sometimes I struggle to be open to other people's ideas because I think my decision is "right". I will be more open to other people's ideas and promote compromise.
Abdulfaruq Seriki	Capability	I struggle with identifying my technical strengths.
Allison Li	Leadership	I think I often struggle with speaking up my thoughts when working in teams. I want to work on taking more of a lead on assignments.

TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is **available** to work on the assignments/project with your team. If this changes, complete the schedule again. Each team member should include their initials in each box they are available.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8-9am	LK				LK	LK	LK
9-10am	LK				LK	LK, AS	LK
10-11am	LK, EP		EP		LK, EP	LK, AS, EP, RQ	LK, EP, RQ
11am-12pm	LK, EP		EP		LK, EP	LK, AS, EP, RQ,AL	LK, EP, RQ
12-1pm	LK, EP		EP		LK, EP	LK, AS, EP,AL	LK, EP, RQ
1-2pm	LK, EP				LK, EP	LK, AS, EP,AL	LK, EP
2-3pm	LK, EP, RQ		AS, EP	LK	LK, RQ	LK, EP	LK, EP
3-4pm	LK, EP, RQ	AS, EP,RQ	AS, EP, RQ	LK	LK, EP, RQ	LK, EP	LK, EP
4-5pm	LK, EP,RQ	LK, AS, EP,RQ	EP,RQ	LK	LK, EP, RQ	LK, EP	LK, EP
5-6pm	LK, EP,RQ	LK, EP,RQ	LK, EP,RQ	EP, RQ, AL	LK, EP, RQ	LK, EP	LK,EP
6-7pm	LK, EP	LK, EP	LK, EP,RQ	EP, RQ,AL	LK	LK, EP	LK, EP, RQ,AL
7-8pm	LK, EP	LK, EP	EP, RQ	EP, RQ,AL	LK		LK, EP, RQ,AL
8-9pm	LK, EP, AL	LK, EP	EP	EP, AL	LK		LK, RQ,AL
After 9pm	LK, EP, AL	LK, EP	EP	EP, AL	LK		LK

TEAM ACTIVITY PLAN

Please fill out according to the assignment requirements. **Be as specific as possible** so that everyone is clear what is being completed and by when. The dates can be changed as the semester progresses. Feel free to add rows as required.

Project Tasks / Requirements	Who Is Completing This Activity/Task	Date to be Completed
<i>Example: Research on current industry events in Canada</i>	<i>Pat Green</i>	<i>Monday October 26th</i>
Team Manifesto	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Sunday March 9th
Project Roles and Responsibilities Matrix	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Sunday March, 9th
Sprint 1 : Draft Project Plan	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Wednesday, March 12
Sprint 1 : Client Background Research	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Wednesday, March 12
Sprint 1 : Requirements Gathering Interview Questions	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Wednesday, March 12

Meeting With TJ	Luke Kadingo, Elizabeth Poon, Richmond Quarshie, Abdulfaruq Seriki, Allison Hejia Li	Monday, March 10
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CRITICAL REVIEW DATES

It is strongly recommended that you pre-arrange Critical Review Dates. These meetings will help to assess if you are on track and if the project is moving along as planned.

Please discuss:

- How often your will team meet to review the project status.
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
 - What will be the ramifications of no regular communication?
- What contact information you will share with each other and when it is appropriate to contact each other.
- Deadline dates to ensure task completions.
- Who will take lead in communicating with the team and initiating discussions when needed.

Review Date #1: Sunday, March 9

Location/Method of Communication: Group chat through iMessage

Review Date #2: Wednesday, March 12

Location/Method of Communication: Group chat through iMessage

Review Date #3: Monday, March 31

Location/Method of Communication: Meeting through Zoom

CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

Name: Luke Kadingo	Signature: Luke Kadingo	Date: 3/6/2025
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Name:Abdulfaruq Seriki	Signature: <i>Abdulfaruq Seriki</i>	Date:3/6/2025
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Name: Elizabeth Poon	Signature: Elizabeth Poon	Date: 3/6/2025
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Name: Richmond Quarshie	Signature: Richmond Quarshie	Date: 3/6/2025
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Name: Allison Li	Signature: Allison Li	Date: 3/6/2025
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