**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

Capstone Project Title: Landover Hills Community Engagement Strategy Survey

Student Names: Emerald San, Joshua Choi, Jack Miller, Persephone Moran

Professor: Andrew Fellows

**PROJECT VISION**

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

**A+**

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

Yes, if not we will hold each other accountable and make sure deadlines are met.

**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** |
| --- | --- | --- |
| *Example: George Green* | *Punctuality* | *All team members show up to meetings and class on time and with work done as per*  *agreement* |
| Joshua Choi | Meet deadlines | All team members should be getting their part done on time or when expected. |
| Emerald San | procedure | all team members should be involved in a plan made by the group to make progress with work |
| Jack Miller | Communication | Team members should communicate thoroughly about any issues or concerns they have throughout the project |
|  |  |  |
|  |  |  |

**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** |
| --- | --- | --- |
| ***Example:***  *Pat Green* | *Commitment* | *I will attend all meetings and encourage others to be committed.* |
| emerald san | participation | I will make sure to involve myself and be there for meetings and class lectures |
| Joshua Choi | Communication | I will make sure to communicate in a timely manner and make sure that all group members are on track. |
| Jack Miller | Organization/time management | I am good at staying on schedule and managing time so that I can spend a good amount of time on each part of a project |
|  |  |  |

**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** |
| --- | --- | --- |
| ***Example:*** *Pat Green* | Organization (Time Management) | *Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.* |
| emerald san | time management (organization) | Taking too many classes in my schedule may lead me to be a little behind with my work but not something I can't overcome. Sometimes I procrastinate too. |
| Joshua Choi | Progress | Often times when a part of the group work is done I tend not to look over it. I want to be checking my work to make sure it has quality to it rather than submitting what I have. |
| Jack Miller | Leadership | I usually don’t take a leadership role in a project so I could be better at that but if I need to step up into one I usually feel comfortable doing so. |

**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 | PM | PM | PM | PM | PM |  |  |
| 9-10am |  | PM |  |  |  |  |  |
| 10-11am |  |  |  |  |  |  |  |
| 11am-12pm | JM  PM |  |  |  | ES |  |  |
| 12-1pm | JM  PM |  |  |  |  |  |  |
| 1-2pm | JM | PM | JC | JC  PM |  |  |  |
| 2-3pm | JM  PM | PM |  | PM |  |  |  |
| 3-4pm | JM  PM | PM | PM |  | JC | JC  JM | JM |
| 4-5pm | PM | ES  PM |  | ES | ES  JC | JC  JM | JC  JM |
| 5-6pm |  | JM |  | ES | ES  JC | JC  JM | JC  JM  PM |
| 6-7pm | JM | JC  JM | JM | ES  JM | ES  JC  JM | JC  JM | ES  JC  JM  PM |
| 7-8pm | ES  JC  JM  PM | JC  JM  PM | JM  PM | ES  JC  JM  PM | ES  JC  JM  PM |  | ES  JM  PM |
| 8-9pm | ES  JC  JM | ES  JC  JM | ES  JC  JM | ES  JC  JM | ES  JM |  | ES  JC  JM  PM |
| After 9pm | ES  JC  PM | ES  JC  PM | ES  JC  PM | ES  JC  PM | ES  PM |  | ES  JC  PM |

**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** |
| --- | --- | --- |
| ***Example:***  *Research on current industry events in Canada* | *Pat Green* | *Monday October 26th* |
| Research Survey data | Joshua Choi | 02/28 |
| Team Meetup | team | 2/26 |
| research information about landover hills community | emerald san  jack miller | feb 24 |
| survey design | jack miller | feb 28 |

**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: 03/01

Location/Method of Communication: IMessage

Review Date #2: 03/20

Location/Method of Communication: Imessage

Review Date #3: 04/15

Location/Method of Communication: IMessage

**CONTRACT AGREEMENT**

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

| Name: | Signature: | Date: |
| --- | --- | --- |
| Joshua Choi  Name: | Joshua Choi  Signature: | 02/17/2025  Date: |
| emerald san  Name: | emerald san  Signature: | 02/17/2025  Date: |
| Name: | Signature: | Date: |
| Jack Miller  Name:  Persephone Moran | Jack Miller  Signature:  Persephone Moran | 02/17/2025  Date:  2/26/2025 |