

Team Contracts

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

- bringing coffee/donuts when last team meeting was missed,
- mark down in peer evaluation when coming to class or team meetings unprepared three times,
- **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

A. Preparation for team contract	Fill out this sheet during your first tutorial.
B. Team contract template	You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site.
C. Team contract discussion worksheet	Use this in your first tutorial
D. Examples	Some examples of policies and consequences

A. Preparation for Team Contract – Isabella Guimet

1. What do I want to get out of the team project?

a. What do I want to learn?	I want to learn more about UX / UI Design and how to take an idea from scratch to a useful prototype. I would also love to improve my presentation skills / video editing skills as an Individual and a group member as I am sure we will have to make a video out of our deliverables
b. How do I learn?	I learn by watching videos, reading my notes, asking people for help when needed. I also learn when as a group we share ideas and knowledge
c. What are my goals for the project?	My goals: A visually appealing prototype that I am proud of and that I had fun developing. A good grade for the hard work we did in the semester. Something concrete I can show to employers when applying for jobs
d. What are my hopes and fears about the group?	Hopes: To grow as a team in terms of communication and teamwork skills -> Be able to work well together and enjoy working together. Another hope I have is that everybody gets a change to talk and is able to share their ideas without judgement. Fears: Since I would like to make something creative and something that challenges me, I'm afraid that it might be too hard / people won't be invested in the idea we choose

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Technical writing, I have some video editing skills, good at using GitHub and organize the file structure; excel; PowerPoint; have some experience for web development; Programming
b. Special skills (that I can teach/coach/contribute...)	I can contribute to documenting our iterations; programming if there is any

3. My Personal Preferences and Work Styles are:

I need to read the material before discussing it Work Styles: Ideally, I would like to meet twice a week to see how we're doing with what is assigned to us at that time.
I like using MS Teams to communicate. It would be nice seeing your faces at least once this semester 😊.
I like to brainstorm ideas as a group.

A. Preparation for Team Contract – Jiro Go

1. What do I want to get out of the team project?

a. What do I want to learn?	Design, simple Coding Front End development,
b. How do I learn?	Watching Videos, online resources, in-course lessons
c. What are my goals for the project?	Portfolio of UI design, knowledge on UI design,
d. What are my hopes and fears about the group?	Hopes: Easy collaboration between group members Fears: Last minute work on projects.

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Art Background (Photoshop course), Experience on HTML and CSS, Coding
b. Special skills (that I can teach/coach/contribute...)	Photo Manipulation, Basic Video editing skills, Basic Front end Website building

3. My Personal Preferences and Work Styles are:

I prefer to Read on materials before brain storming,
I Prefer group discussions before integral changes are made

A. Preparation for Team Contract – Gabriel Bondad

1. What do I want to get out of the team project?

a. What do I want to learn?	UI/UX Design skills, Technical Writing Skills.
b. How do I learn?	Trial and error, online tutorials, videos.
c. What are my goals for the project?	Create a good project and learn new things.
d. What are my hopes and fears about the group?	Hope is that the group and projects goes well. Fear is we may get overwhelmed with work

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Programming, using GitHub.
b. Special skills (that I can teach/coach/contribute...)	Technical Writing skills

3. My Personal Preferences and Work Styles are:

Team or individual does not matter
Need to read material before talking about it
Group discussion before developing my own position

A. Preparation for Team Contract – Alexis Lee

1. What do I want to get out of the team project?

a. What do I want to learn?	Working in a team, UI/UX design processes, investigation methods, prototyping
b. How do I learn?	Reading a text, by doing/trying out the task myself, videos
c. What are my goals for the project?	Receive a good grade, learn to apply the various methods and guidelines learned in class about UI design process, create a meaningful HCI project
d. What are my hopes and fears about the group?	Fears: Project may take up too much time, we might be stuck on what to do Hopes: Come up with an end product that we are all satisfied with

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Programming, experience working on Computer Science projects as small groups
b. Special skills (that I can teach/coach/contribute...)	Write-ups, documentation, presentations (e.g., visually pleasing ppt)

3. My Personal Preferences and Work Styles are:

<ul style="list-style-type: none">• Need to read/understand the material before discussing about it• Sometimes don't have a solid position to offer – might need to do group discussions before developing my own position
<ul style="list-style-type: none">• I prefer group meetings on Teams or instant messaging in the group chat (rather than e-mails)
<ul style="list-style-type: none">• I think brainstorming as a group is important before reaching a decision• Individual work before coming together as a group so that I have more to offer

B. Team Contract

Date: _Oct 2nd, 2020_

Tutorial Section: 4

Team Number: T

1. Team Goals

(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)

We want to:

Get a good grade, make a visually appealing application, learn more about UX / UI Design

2. Team Roles *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

Name	Roles
Isabella Guimet	User Researcher, Documentation, Coordinator
Alexis Lee	User Researcher
Gabriel Bondad	UX Designer, Documentation
Jiro Go	UI Designer

3. Team Organization

How will you communicate?	MS Teams
Where/when will you meet?	MS Teams, Wednesday during tutorial and Mondays at 3-4pm
How will you share files?	MS Teams, GitHub
What operating system will you use?	Windows
What editor(s) will you use?	Google Drive, MS Teams, Visual Studio Code
What editing style will you use?	N/A
Any additional considerations?	

4. Expectations from Team Members (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
Attend all team meetings	If you miss 4 meetings, placed under consideration of being suspended from the team (discuss with TA, professor)
Finish tasks given and on time	Talk with the team and if it occurs multiple times discuss with ta/professor. Buy group members e-gift cards
Be open to contributions and ideas from all team members	Asked to change your attitude and be asked to share their ideas
Avoid disruptive side conversations, cellphone calls, etc.	Group member will be asked to mute themselves
Come prepared and ready to participate in the team meetings	If you are unprepared for multiple meetings, placed under consideration of being suspended from the team (discuss with TA, professor)

All team members participated in formulating the standards, roles, and procedures as stated in this contract. We understand that we are obligated to abide by these terms and conditions.

- 1) Isabella Guimet Sept. 21st, 2020
- 2) Gabriel Bondad Sept 21 2020
- 3) Go Jiro Sept 21, 2020
- 4) Alexis Lee Sept 21st, 2020