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
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 doesn't 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:

- 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
- I prefer group meetings on Teams or instant messaging in the group chat (rather than e-mails)
- 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

A. Preparation for Team Contract
Jiro Go

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

e.	What do I want to learn?	Design, simple Coding Front End development,
f.	How do I learn?	Watching Videos, online resources, in-course lessons
g.	What are my goals for the project?	Portfolio of UI design, knowledge on UI design,
h.	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

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   date: Sept. 21st , 2020

2) Gabriel Bondad Sept 21 2020

3) Go Jiro   Date: Sept 21, 2020

4) Alexis Lee Sept 21st, 2020

C. TEAM CONTRACT WORK SHEET: PART 2

Team Discussion Guidelines

1. What does each team member want to get out of this project or experience?
    a. What do I want to learn?
    b. How do I learn – by doing, by someone else explaining, by reading
    c. Goals for the project/experience – something to do with performance that isn't just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
    d. Hopes and fears about the group
2. What do I have to offer others?
    a. Previous experience that might be helpful to the members of the team
    b. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
    a. Great editor, lousy writer / Creative thinker
    b. Need to read material before talking about it
    c. Prefer to talk or brainstorm before reading
    d. Communicate best in person / Prefer e-mail to telephone
    e. Want to do individual work before team thinking sets in
    f. Prefer group discussion before developing my own position
    g. Annoying habits that I have that I will try to limit...
    h. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
    a. The team with regard to its project or task
    b. Each individual team member
5. Reach consensus on the team's goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
    a. Include procedures to be used in the event that a team member's performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
    b. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team's policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

D. Some examples

The ground rules for our team are:

— Come to all classes and be on time
— Come prepared and ready to participate in the team
— Listen actively to what others have to contribute
— Be supportive of the efforts and initiatives of others
— Criticize ideas, not people
— Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

— If a team member is unable to attend a class, s/he will notify the team ahead of time.
— If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.
— If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.