Group [4] Contract - LACOL S23 Final Project

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> 🔥 Merge Conflict Activity
>
> Remember to complete the merge conflict activity before working further on the contract!

Instructions

Please carefully read these instructions.

To prepare you for teamwork in the working world or a research environment, you will complete a collaborative final project with a team of your peers this semester.

Working in a group presents different challenges than working individually. Different work styles can lead to disagreements, which can derail progress and affect engagement in the course. To help you with establishing ground rules regarding group work, your first assignment related to the project is the joint writing of a group contract. This assignment takes the form of a template that will guide you in developing a division of labor that all members can agree on.

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:

(a) specify each task as detailed as possible,
(b) specify each step in a procedure or process as detailed as possible,
(c) specify the exact person(s) responsible for each specific task, and

(d) specify the exact time and exact place for completion or submission of each task. The more precisely you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Write your agreed upon responses in the spaces below. Once you are finished, each group member must add their own name at the bottom of the contract as a signature. **Each group member must commit and push their own name. We will check!** This is your e-signature on this contract.

Once you are finished, render the document and submit it to the course Canvas page. Once your team contract has been developed, your team is ready to begin work on collaborative assignments.

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 you should be, 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 instructor or TA to resolve any conflicts so that you will have the most positive team experience possible.

GROUP CONTRACT (LACOL-ML2023)

Team Members: [Replace with name 1] [Replace with name 2] [Replace with name 3] [Replace with name 4]

Team Procedures

1. Day, time, and Zoom link for regular team meetings:

2. Preferred method of communication (e.g., e-mail, text, Slack, GroupMe, etc.) in order to inform each other of team meetings, announcement, updates, reminders, problems.

3. Decision-making policy (by consensus? by majority vote?):

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Team Expectations

Work Quality

1. Project standards (What is a realistic level of quality for team code, collaborative writing, individual research, preparation of drafts, etc.?):

2. Strategies to fulfill these standards:

Team Make-up

1. Please list each team member's skills as they can contribute to the team/project

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

2. Strategies for encouraging/including ideas from all team members (team maintenance):

3. Strategies for keeping on task (task maintenance):

4. Preferences for leadership (informal, formal, individual, shared):

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks:

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract:

2. Describe what your team will do if the infractions continue:

Signatures

By adding your name and date you state that:

    a. You participated in formulating the standards, roles, and procedures as stated in this contract.
    b. You understand that you are obligated to abide by these terms and conditions.
    c. You understand that if you do not abide by these terms and conditions, you will suffer the consequences as stated in this contract.
    d. You understand that if you do not participate equitably in the project, you may not receive the same grade on the project as your group members.

[Group Member 1] DATE [Date of Signature]

[Group Member 2] DATE [Date of Signature]

[Group Member 3] DATE [Date of Signature]

[Group Member 4] DATE [Date of Signature]