

# 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: James Xia Kaori Hirano Alicia Nguyen

### Team Procedures

1. Day, time, and Zoom link for regular team meetings:
  - A recurring Zoom link: <https://wlu.zoom.us/j/9328076493>
  - Tentative meeting time: Sunday at 6 PM
  - Probably would create a new When2meet poll to get a weekly meeting at the beginning of every week to make sure everyone can join.
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.
  - Preferred method of communication: mainly through Slack but for urgent messages, we can communicate through an iMessage group.
3. Decision-making policy (by consensus? by majority vote?):
  - By consensus/compromise.

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?):
  - We will all decide the agenda of the following meeting at the end of a current meeting. The notes will be kept in the same Google Document where our meeting memos are. We will keep a timeline/table keeping track of the deadlines for each member at the beginning of the Google Document. Each member would keep track of their own task and pay attention to other members' work progress. If a member is behind on their work, they will be reminded through Slack. Every member should turn on notifications for Slack or check Slack at least once per day.
  - The note-taker will be responsible for pushing the agenda and making sure everything is checked off within the desired timeframe.
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?):
  - We will rotate the note-taker role. The note-taking responsibility will be designated at the beginning of every week. The notes will be stored in a shared Google Document, which will be created at the first meeting for project proposal drafting.

## **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.):
  - Everyone would be writing the explanation for the parts they work on. At least 1 other member would check their writing quality once. And the whole group would sit down and read over the final product before submitting EACH section at least once.
  - Everyone is responsible for individual research and preparation for the parts that they are assigned. They should be pro-active in asking other members for help, if needed. They should ask during meetings if possible or at least before the final meeting where we sit down to read over everything together.
2. Strategies to fulfill these standards:
  - Setting and using the meeting agenda
  - Setting specific deadline

## **Team Make-up**

1. Please list each team member's skills as they can contribute to the team/project
  - Kaori Hirano: R, applied regression class
  - James Xia: R
  - Alicia Nguyen: R, proofreading research papers.

## **Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:
  - Check in with the group at the beginning of every meeting and before the final group meeting to submit our work
  - Keep track of the tasks each member has finished
  - Make sure to note if any task takes you longer than you thought to get help when needed
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - Listen, note down and be supportive of every member's ideas
  - Constructive criticism only
3. Strategies for keeping on task (task maintenance):
  - We will keep a timeline/table keeping track of the deadlines for each member at the beginning of the Google Document. Each member would keep track of their own task and pay attention to other members' work progress. If a member is behind on their work, they will be reminded through Slack.
4. Preferences for leadership (informal, formal, individual, shared):
  - No leadership, informal group setting with shared and individual work as assigned.

## **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - Respect everyone's time. If you cannot be at the meeting, make sure to tell other members well in advance. A member should not be more than a few minutes late unless they have communicated in advance.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - Everyone is expected to finish their part of the assignment by the deadline without fail, unless they communicate in advance their difficulties.

3. Expected level of communication with other team members:
  - Must check Slack at least once a day or not take more than 2 days to respond to messages about work assigned. Everyone should not wait until the day of the deadline to respond.
4. Expected level of commitment to team decisions and tasks:
  - Everyone will have a equal share of task
  - Everyone will be committed to team decision at every meeting, as much as possible. If they are absent, they should still communicate through message about their opinions.

### **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:
  - Set up a group meeting to handle infractions as soon as they arise. Then we will work as a group to determine the next step.
2. Describe what your team will do if the infractions continue:
  - We will reach out to the group instructors to help figure out the next steps and how to re-divide the work.

### **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.

Alicia Nguyen 6/16/2023

James Xia 6/16/2023

Kaori Hirano 6/16/2023