

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: UX Research and Future Website Group

Student Names: Trinity Hill, Cideth Oliva, Shannon Lee, Keila Espinal, Remington Nelson

Professor: Professor Kibi

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

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
<i>Example: George Green</i>	<i>Punctuality</i>	<i>All team members show up to meetings and class on time and with work done as per agreement</i>
Trinity Hill	Commitment	All team members are committed to turning in the project on time and with good quality.
Cideth Oliva	Participation	All team members will contribute and take initiative when completing tasks. We will also help one another if needed.
Remington Nelson	Punctuality	All team members will either show up to meetings on time or provide a valid reason for missing a meeting and willing to follow expectations set in the meeting.
Shannon Lee	Feedback	All team members review and provide honest and helpful feedback to one another.
Keila Espinal	Clear communication	All members will interact with one

		another effectively to complete tasks and deadlines. For instance, we will listen and discuss our project when we share and receive information.
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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
<i>Example:</i> <i>Pat Green</i>	<i>Commitment</i>	<i>I will attend all meetings and encourage others to be committed.</i>
Trinity Hill	Communication	I will ensure that we will stay in constant communication and constantly update each other on the project.
Cideth Oliva	Organization	I will ensure that we all understand our individual responsibilities and organize our work so it's easier to work with.
Shannon Lee	Progress and assessment	I will make sure that we're meeting our deadlines and are on track with making expected progress.
Remington Nelson	Communication and feedback	I will make sure to stay in contact and, if needed, ask or provide help to other team members
Keila Espinal	Give and Take	I will ensure that everyone contributes their ideas and put together a compromise for our 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
<i>Example: Pat Green</i>	Organization (Time Management)	<i>Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.</i>
Trinity Hill	Time management	I often procrastinate and use that anxiety to motivate me to do my work. I will try to set earlier deadlines for myself to make sure everything is done early/on time.
Cideth Oliva	Leadership	I usually don't take on leadership positions but I would like to challenge myself to take initiative if my skills/abilities are needed.
Shannon Lee	Organization—time management	I can sometimes lose track of time and procrastinate so I'll start tasks as early as possible and check in regularly to ensure that things are getting done by the expected time.

Remington Nelson	Communication	I sometimes lose track of time and forget to check my phone for a few hours at a time so I will do my best to consistently check my phone in timely intervals.
Keila Espinal	Organization	I sometimes have trouble organizing documents and keeping things on track, but I will strive to work on sorting out any information for our project.

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							
9-10am							
10-11am	emington		emington		emington	rinity ideth emington	rinity Cideth emington
11am-12pm	ideth emington		ideth emington		emington eila E.	rinity ideth emington	rinity ideth emington
12-1pm	ideth emington	rinity eila E.	ideth emington	rinity	emington eila E.	rinity ideth emington eila E.	rinity ideth emington eila E.
1-2pm	ideth emington eila E.	rinity emington eila E.	ideth emington	rinity eila E.	emington	rinity ideth emington eila E.	rinity ideth emington eila E.
2-3pm	emington eila E.	ideth emington eila E.	emington hannon	eila E.		rinity ideth emington	rinity ideth emington
3-4pm	emington eila E.	rinity ideth emington eila E.	hannon	eila E.	eila E.	rinity ideth emington eila E.	rinity ideth emington eila E.
4-5pm	eila E.	rinity ideth eila E.	hannon	hannon eila E.	eila E.	rinity ideth eila E.	rinity ideth emington

						emingto	eila E.
5-6pm	ideth eila E.	rinity ideth eila E.	ideth eila E.	rinity hannon eila E.	eila E.	rinity ideth eila E.	rinity ideth eila E.
6-7pm	ideth eila E.	rinity ideth eila E.	ideth eila E.	rinity hannon eila E.	rinity ideth eila E.	rinity ideth eila E.	rinity ideth eila E.
7-8pm	rinity ideth eila E.	rinity ideth eila E.	rinity ideth eila E.	rinity hannon eila E.	rinity ideth eila E.	rinity ideth eila E.	rinity ideth eila E.
8-9pm	rinity ideth	rinity ideth	rinity ideth	rinity	rinity ideth	rinity ideth	rinity ideth
After 9pm	rinity ideth	ideth	rinity ideth	rinity	rinity ideth	rinity ideth	rinity ideth

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
<i>Example: Research on current industry events in Canada</i>	<i>Pat Green</i>	<i>Monday October 26th</i>
Project Planning & Role Assignments <ul style="list-style-type: none"> Assign team roles and responsibilities. Develop a project plan with deadlines. 	All	Thursday March 6th, 2025
Conduct UX Research <ul style="list-style-type: none"> Identify target audiences and their needs. Conduct surveys, focus groups, or user interviews. 	All	March 10, 2025- Mar 14, 2025
Develop User Personas <ul style="list-style-type: none"> Create detailed profiles representing the key audience groups. 	All	Mar 14, 2025 - March 18, 2025
Create Low-Fidelity Wireframes <ul style="list-style-type: none"> Develop rough sketches of website layout and structure. Get feedback from stakeholders before 	All	Mar 18, 2025 - March 22, 2025

moving to high-fidelity designs.		
Develop High-Fidelity Mockups <ul style="list-style-type: none"> • Apply branding, colors, and UI elements to refined designs. • Ensure accessibility compliance (WCAG). • Get feedback and iterate. 	All	Mar 22, 2025 - March 28th, 2025
Present Initial Design Concepts to Client <ul style="list-style-type: none"> • Showcase early designs and gather feedback. 	All	Apr 1, 2025
Finalize Mockups & Design Recommendations <ul style="list-style-type: none"> • Incorporate client feedback into the final version of the design. 	All	Apr 2, 2025 - April 11, 2025
Develop Technical & Accessibility Recommendations <ul style="list-style-type: none"> • Provide best practices for development, accessibility, and usability. 	All	Apr 12, 2025 - April 18, 20
Prepare Final Report + Presentation	All	April 19, 2025- April 21, 2025

<ul style="list-style-type: none">● Include UX research findings, personas, design rationale, and recommendations.		
<p>Submit Final Report & Documentation</p> <ul style="list-style-type: none">● Showcase research, personas, design mockups, and recommendations.● Provide the full documentation package to the client.	Trinity Hill	Apr 8, 2025

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 will your team meet to review the project status?
-Every Tuesday at 5pm.
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
 - We have a group chat on GroupMe and have each other's emails.
 - What will be the ramifications of no regular communication?
 - We will fall behind and not complete the project to the best of our abilities.
- What contact information you will share with each other and when it is appropriate to contact each other.
 - Phone numbers, GroupMe, and Email addresses.
- Deadline dates to ensure task completions.
 - We made a doc with dates listed.
- Who will take lead in communicating with the team and initiating discussions when needed.
 - Trinity Hill

Review Date #1: Tuesday March 25, 2026

Location/Method of Communication: Zoom

Review Date #2: Tuesday 1, 2025

Location/Method of Communication: Zoom

Review Date #3: Tuesday 8, 2025

Location/Method of Communication: Zoom

CONTRACT AGREEMENT

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

Name:
Trinity Hill

Signature: TH

Date:
03/06/25

Name:
Cideth Oliva

Signature: C.O.

Date:
03/06/25

Name:
Shannon
Lee

Signature: S.L.

Date:
03/06/25

Name:
Remington
Nelson

Signature: R.N.

Date:
03/06/25

Name:
Keila Espinal

Signature: K.E.

Date:
03/06/25