**Project #1: Part #1**

***M358K Applied Statistics:* Team Contract (20 points)**

**Upload one copy per team on Canvas under the account of one of the team members.**

**Your responses should be thoughtful and meaningful (this is half of the available points you can get).**

**Please take your time answering each question and write in complete sentences.**

***Please make sure the document is formatted professionally (this is the remaining component of your score).***

**Your instructor will be happy to collaborate with you on revisions of this contract until you are satisfied with its contents and your score.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Communication Norms | 1. What is the primary and secondary **preferred method** of communication for the team overall (discuss and come to agreement)? What is the **expected timeframe for response** for each method? List and explain why.   **Team should exchange contact information now (e.g., put your numbers in each other’s phones if you haven’t already, if you will be calling/texting; create a group email if you will be emailing; create a GroupMe just for the projects). Do not put your phone numbers into this document!**  **Primary team communication method:** [type here]  **Expected timeframe for response** (e.g., 2 hours, 4 hours, 12 hours, 24 hours, etc.): [type here]  **Secondary/follow-up communication method** (if no response): [type here]  **The best time to contact or time when you are not available:**   |  |  | | --- | --- | | **Name** | **Time constraints** | |  |  | |  |  | |  |  | |  |  |  1. **When** will the team meet outside of class (general/agreeable day of week and time)?   [type here]  **Where** will the team typically meet outside of class (building, room number/location, Zoom)?  [type here]   1. What tool will the team use for document sharing and collaboration/editing (Google Drive, Canvas, etc.):   [type here] |
| Expectations of Quality Work | 1. How will your team determine what is considered “**quality work**?” Provide a concrete definition of what “quality” looks like.   [type here]   1. How will you ensure each team member is **prepared, responsible for their duties** and does the work that is required and agreed upon? What happens when a team member(s) is not prepared in completing assigned tasks?   [type here] |
| Conflict Management | 1. How will the team address **non-performance** (e.g., poor performance/poor communication/not pulling his or her weight)? In this situation, what will the team do to handle the situation in order to keep the overall team on track? Identify potential steps AND a communication method to be used for each.   [type here]   1. How will the team address **interpersonal and/or task/idea/process related conflict** between team members? In this situation, what will the team do to handle the situation in order to keep the overall team on track? Identify potential steps AND a communication method to be used.   [type here] |
| Encouraging Respect and Participation | 1. How will your team encourage and **promote respect** among team members? How would you address a situation in a situation in which a team member(s) feel disrespected?   [type here]   1. Team members **need to contribute** fully to the best of their ability. How will your team make sure all ideas can be shared (e.g., in discussion, project planning, etc.), without falling into groupthink?   [type here] |
| Decision Making | 1. Discuss how your team will make decisions. What **rules or procedures** are needed in order for the team to decide (e.g., full agreement, majority, etc.)? What **criteria** (cost, time, impact, etc.) will be considered before choosing an option?   [type here]   1. How will your team grapple with **indecision**, perhaps not being able to come to an agreement? How will your team address team member(s) who are unhappy with a decision?   [type here] |
| Division of Labor: Roles and Tasks | 1. Each member of the team brings together different and unique skillsets. Discuss how the (differing) results of each team member could lead to creativity, innovation and problem-solving ability in your team.   [type here] |

*Credit: This team contract is a modified version of the one which was created by Dr. Ladia Hernandez (Nutrition).*

**Team Contract Acknowledgment: Member Signatures**

**Your signature below indicates that you have participated in the creation of this document and agree to the logistics it outlines. Your signature also signifies a commitment to the success of your team this semester.**

**Print Name (in alphabetical order by last name) Signature**

1. [type name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. [type name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. [type name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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