TEAM CONTRACTS

Fill out the table below with team information.   Group Number __10__

Team Members	Email address	Location
Drew Burritt	drew.burritt@ucalgary.ca	Calgary
Thomas Scott	thomas.scott@ucalgary.ca	Calgary
Michael Lee	mmylee@ucalgary.ca	Calgary
Bhavyai Gupta	bhavyai.gupta@ucalgary.ca	Calgary
Allen Shu	allen.shu@ucalgary.ca	Chestermere

Team contracts are a crucial tool to develop expectations among team members and help them function together. Each section below has some instructions to help you develop ground rules for the team.

1. A good team usually has a common goal or vision. Develop a team mission statement that is realistic and best for the project as a whole.

   As a team we will (could be in paragraph or bullet form):

   Our team's goal is to work cohesively as a group to create a viable product to the best of our abilities in the time provided by this course.

2. When forming a team, it is essential to divide the work among the team members to know who is responsible for what and set the right expectations.

There are three team structures that you can choose from:

Top down structure   **Participant structure**   **Flat structure**
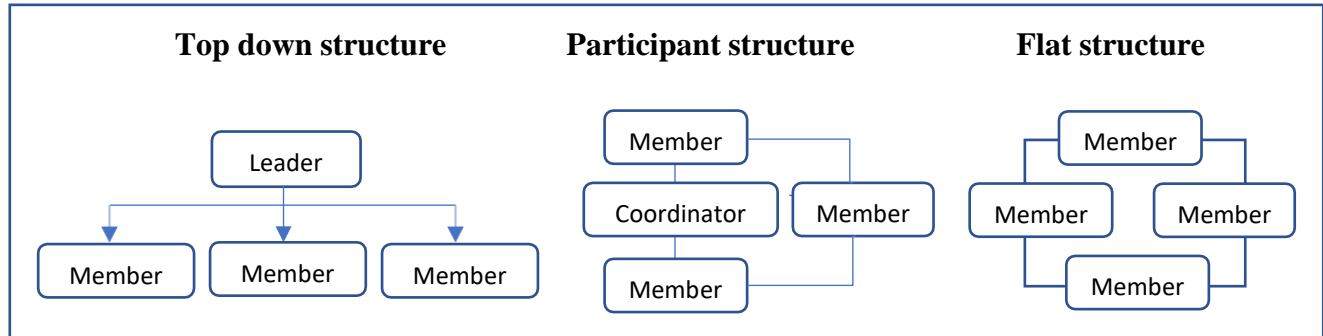
Define the structure of your team and state the roles and responsibilities placed on each member to avoid misunderstandings.

Participant structure

    a. Coordinator – Mike
    b. Members – Everyone else

Work will be divided equally between everyone, such as research, sales pitch, marketing, writing, etc.

Coordinator will be responsible for ensuring all team members are stay up to date, are working together, and that deadlines are met.

3. Participation and information sharing are key aspects of a good team. The whole team must have the same meaning by participation, how you will encourage participation and information sharing.

   Define the expectations from everyone in the team regarding participation and information sharing.

   Everyone is expected to come to team scheduled meetings and lecture/lab times unless other arrangements are made ahead of time. Everyone is to participate and share ideas in meetings. All work that is assigned should be completed in on time, before the due date, to the best of one's abilities.

4. Communication among the team members is essential. You need to define the methods of communication, frequency, duration, response time, under what conditions can someone miss a meeting or not respond, and

   Develop some ground rules for communications of the group members.

   A discord group will be used for group communication, for messaging as well as team meetings outside of class time. Zoom will be used during lectures/lab time for meeting. Meetings will be 3 times a week during class time, as well as any additional meetings needed. Messages in Discord should be responded to in a timely manner (less than 24h) during school hours (8am – 5pm). Response time outside of these hours may be longer but should be as soon as possible (48h max) unless right before a deadline and it has been discussed beforehand. If a member can not make it to a meeting 24h notice must be given, and other arrangements made.

5. Making team decisions and consensus must be agreed upon by team members in advance. Team members need to know how to get input from the entire team and choose from different suggested options.

   Decide how to make decisions and solve problems.

   Everyone will be given a chance to share their ideas and comment on others' ideas. Members will discuss all participants ideas and a vote will be taken. The majority will be followed unless a team member has a strong objection. If this happens the team will further discuss and come to a solution that is an agreeable to everyone. This will be done during meetings and over discord chat.

6. Conflict can be viewed as disagreement and also as an opportunity for growth. Teams need to think about conflict and providing constructive feedback.

   Determine how you will find common ground for agreement and handle conflict when/if it arises.

   If a conflict regarding a team decision comes up, everyone will discuss and try to find a solution that everyone agrees upon. It is expected that during discussions and conflicts everyone will be respectful and professional. In the case of a conflict between two members, the team will meet and hear each side and find an agreeable solution.

7. Team members are supposed to meet certain standards and quality of work. They also need to show accountability, respectful behavior and professionalism. There are consequences for incomplete work or being absent or late without following the agreed-on procedures for the team.

   Decide on what happens if one of the team members breaks one of the team rules.

   All work is expected to be completed to the best of one's abilities. Everyone's work should be professional and completed in a timely manner. In the case of work not being completed, the team will discuss and divide the remaining work to ensure that the entire team is not affected. If a team member does not meet the teams' expectations, a meeting will be called, and it will be discussed. If a member repeatedly does not meet these standards, it may be noted in the applicable report/document, that the member contributed less than others. If this subpar work continues, it may be escalated further to the TA/prof if the team cannot find a solution

Team contracts should be signed and dated by all members to agree to uphold the goals, expectations, and consequences established by the team in this document.

Drew Burritt	Jan 28, 2022		
Signature	Date	Signature	Date
Thomas Scott	Jan 28, 2022		
Signature	Date	Signature	Date
Michael Lee	Jan 28, 2022		
Signature	Date	Signature	Date
Bhavyai Gupta	Jan 28, 2022		
Signature	Date	Signature	Date
Allen Shu	Jan 28, 2022		
Signature	Date	Signature	Date