ECOR1051 Team Contract[[1]](#footnote-2)

The team contract is to be completed electronically, **except for the final page**. Each member of the team will individually submit (the same version) of the completed team contract on CULearn, to ensure that each member has ownership of the electronic version for later reference.

**The final page is to be printed, signed and handed in before the end of the first lab period of Milestone 1**. The act of physically signing is meant to reinforce the notion that the ideas expressed within the contract will be held as being acceptable to you - you should actively participate in its writing.

**Team Contract Instructions**

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 specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Once your team contract has been developed, your team is ready to begin work on the project. 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 it should, 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 TA or professor to resolve any conflicts a soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

**TEAM CONTRACT**

|  |  |  |  |
| --- | --- | --- | --- |
| Lab Section (e.g L1) |  | | |
| CULearn Team Identifier |  | | |
| Optional Fun Team Name |  | | |
| Team Members | Student Number | First Name | Last Name |
| 1 (Dept. Leader) |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

# Team Procedures

1. Day, time, and place for regular **team meetings** (in addition to regularly scheduled labs):
2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Messenger, face-to-face, in a certain class) in order to discuss the project and 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?):

*In ECOR-1051: The team leader is responsible for setting the agenda and for moderating the team meetings. Consequently, the team leader should complete this question (using your team’s preferred decision-making policy)*

1. 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**. Different students have different academic goals for the project. For each group member, enter the grade that you hope to achieve on the project. Differences in expectations, standards, and goals should be discussed now.

|  |  |
| --- | --- |
| Name | Grade Goal for the Project |
|  |  |
|  |  |
|  |  |
|  |  |

1. Below, discuss some strategies to achieve these grades and uphold the corresponding standards in all deliverables.

## 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. Your group has an assigned leader, but everyone can exhibit *leadership*. 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

Note that the team will be assigned a mark, rather than each individual.

In particular:

* Communication amongst team members is key.
* The team is expected to get their work done on time, even if that means individuals stepping outside their assigned roles.
* Build extra time into your plan, and have a back-up plan, so that you can deal with unexpected issues and still meet your deadlines.
  + Unexpected issues include illness of a team member, a team member dropping the course, a team member not completing their work, a team leader not submitting the work, etc.
* Ensure that you document which team member(s) completed each piece of your deliverables.

**Inform your Project TA immediately if your team is encountering difficulties.**

**Exceptions to the team mark will be given only if you can demonstrate that, despite having a reasonable contingency plan, a submission was incomplete or late. All exceptions must be approved by the Project TA and an Instructor.**

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

* poor time keeping (late arrival, early leaving, not turning up)
* poor communication (late responses to emails, no response)
* poor quality work

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

ECOR1051 Team Contract Confirmation

*\*\* This single page is to be printed and handed in\*\**

# Confirmation

By signing this form, you are confirming that you participated in the preparation of the team contract and that you will abide by its terms; specifically:

1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

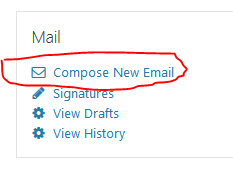
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 (Dept. Leader) |  |  |  |
| 2 |  |  |  |
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**To be witnessed by a TA:**

TA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any of your team members are missing today, the team should reach out to them via CULearn’s email utility, typically on the top-right corner of your CULearn course page.

1. Credit goes to the instructors of GNG1103, University of Ottawa, 2018. They in turn gave credit as follows: This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc [↑](#footnote-ref-2)