**CPSC 481 – Human Computer Interaction. Fall – 2020**

**Team Contracts**

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

* bringing coffee/donuts when last team meeting was missed,
* mark down in peer evaluation when coming to class or team meetings unprepared three times,
* **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

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| 1. Preparation for team contract | Fill out this sheet during your first tutorial. |
| 1. Team contract template | You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site. |
| 1. Team contract discussion worksheet | Use this in your first tutorial |
| 1. Examples | Some examples of policies and consequences |

1. **Preparation for Team Contract** (Based off template from Nathaly Verwaal)
2. **What do I want to get out of the team project?**

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| --- | --- |
| 1. What do I want to learn? | **Gabriel** – Team Management and UI Design skills  **Parker** – Designing UI/UX  **Camila** – UI design, how to work well with others  **Matt** – UX design, prototyping  **Duncan** – Designing UX, UI and prototyping |
| 1. How do I learn? | **Gabriel** – Reading, watching and practicing  **Parker** – Trial and Error, reading documentation  **Matt** – Reading and hands on work.  **Camila** – Hands on and watching a video  **Duncan** – Reading and observing, asking questions. |
| 1. What are my goals for the project? | **Gabriel** – Come up with a good idea that can be properly prototyped  **Parker** – Create an aesthetically pleasing interface/UI  **Matt** – Create work that the group is proud of, get a good grade.  **Camila** – Create a project I can put on my resume  **Duncan** – Finishing with a good prototype and having a good learning experience. |
| 1. What are my hopes and fears about the group? | **Gabriel** – I hope we do well on this project. I fear that we don’t make deadlines  **Parker** – Hope we can work together as a team. Fear about time consumption  **Matt** – Hoping that we get our project done on time. Fear that we will set our expectations to high and they will be unrealistic.  **Camila** – I hope to be able to work well in a team. I fear I will get overwhelmed when working with others.  **Duncan** – I hope to have a learning experience and come up with a good prototype; Fear of coordination and not making deadlines. |

1. **What do I have to offer the team and project?**

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| --- | --- |
| a. Previous experience (that might be useful to the team…) | **Gabriel** – Worked on several teams in previous classes  **Parker** – Familiar with front-end code and working on teams  **Matt** – Familiar with prototyping, UX,UI and both front and backend development.  **Duncan** – Worked on several teams in the past.  **Camila** – Familiar with AdobeXD |
| b. Special skills  (that I can teach/coach/ contribute…) | **Gabriel** – Technical writing and generating ideas  **Parker** – Front-end coding and team organization  **Matt** – REST API, Wireframing, coming up with ideas.  **Duncan** – General ideas, Programming;  **Camila** – Generating ideas |

1. **My Personal Preferences and Work Styles are:**

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| --- |
| Gabriel – I mostly get work done in the morning and afternoon |
| Parker – I will work afternoon/evenings on weekdays (due to part-time work) and any time during weekends |
| Matt – Most of my work gets done in the afternoon as my lectures are in the morning. I just like to get my work done. |
| Duncan – Personal Preferences are to work in the late mornings-afternoons. |
| Camila – I prefer to work in the afternoon and evenings. Terrible at spelling and not the best at writing. |

1. Team Contract Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutorial Section: T05 Team Number: Team D

**1. Team Goals**

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| Get a good grade and creating an interesting app prototype while at the same time learning about human computer interactions. |

**2. Team Roles** *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

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| --- | --- |
| **Name** | **Roles** |
| Parker Wong | ***UI Designer & Technical Writer*** |
| Gabriel Martinez | ***Meeting Organizer*** |
| Camila Suarez Viltres | ***UI/UX Designer*** |
| Matthew Tamkee | ***Team Lead?*** |
| Duncan Tham | ***Coordinator*** |

**3. Team Organization**

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| --- | --- |
| **How will you communicate?** | Main communication will be on MS Teams |
| **Where/when will you meet?** | Sundays at 10AM, schedules TBD |
| **How will you share files?** | Files will be shared on Github |
| **What operating system will you use?** | Windows and Mac |
| **Any additional considerations?** | Tentatively Adobe XD |

**4. Expectations from Team Members** *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

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| --- | --- |
| **Expectation** | **Consequence if expectation not met** |
| **Show up to meetings, if you can’t make it let the team know 6 hours ahead of the meeting.** | PowerPoint or Word document on what work you had done. |
| **Assist team members when they need help.** |  |
| **Complete assigned work on time.** |  |
| **Be nice to the team members.** |  |
| **Consider all team members opinions and ideas.** |  |
| **Have good communication with team members.** |  |

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*All team members participated in formulating the standards, roles, and procedures as stated in this contract.*

*We understand that we are obligated to abide by these terms and conditions.*

1) Gabriel Martinez date September 21, 2020

2) Parker Wong date September 21, 2020

3) Duncan Tham date September 21, 2020

4) Matthew Tamkee date September 21, 2020

5) Camila Suarez Viltres date September 21, 2020

1. TEAM CONTRACT WORK SHEET: PART 2

*Team Discussion Guidelines*

1. What does each team member want to get out of this project or experience?
   1. What do I want to learn?
   2. How do I learn – by doing, by someone else explaining, by reading
   3. Goals for the project/experience – something to do with performance that isn’t just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
   4. Hopes and fears about the group
2. What do I have to offer others?
   1. Previous experience that might be helpful to the members of the team
   2. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
   1. Great editor, lousy writer / Creative thinker
   2. Need to read material before talking about it
   3. Prefer to talk or brainstorm before reading
   4. Communicate best in person / Prefer e-mail to telephone
   5. Want to do individual work before team thinking sets in
   6. Prefer group discussion before developing my own position
   7. Annoying habits that I have that I will try to limit...
   8. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
   1. The team with regard to its project or task
   2. Each individual team member
5. Reach consensus on the team’s goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
   1. Include procedures to be used in the event that a team member’s performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
   2. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team’s policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

# Some examples

The ground rules for our team are:

* Come to all classes and be on time
* Come prepared and ready to participate in the team
* Listen actively to what others have to contribute
* Be supportive of the efforts and initiatives of others
* Criticize ideas, not people
* Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

* If a team member is unable to attend a class, s/he will notify the team ahead of time.
* If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.
* If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.