

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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|---------------------------------------|---|
| A. Preparation for team contract | Fill out this sheet during your first tutorial. |
| B. 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. |
| C. Team contract discussion worksheet | Use this in your first tutorial |
| D. Examples | Some examples of policies and consequences |

A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

Abigayle LeFranc

1. What do I want to get out of the team project?

| | |
|---|---|
| a. What do I want to learn? | Design and Prototyping |
| b. How do I learn? | Practicing, Watching learning videos |
| c. What are my goals for the project? | Gain knowledge in design and effectively implement UI |
| d. What are my hopes and fears about the group? | I hope that the team works well together; my main fear is not having enough programming knowledge to help our group |

What do I have to offer the team and project?

| | |
|--|---|
| a. Previous experience (that might be useful to the team...) | Used to working in teams for various jobs and clubs; Entrepreneurship and understanding what users want |
| b. Special skills (that I can teach/coach/contribute...) | I am pretty good with generating ideas; Project management |

My Personal Preferences and Work Styles are:

| |
|--|
| Having Scheduled meetings with the team, or having short quick meetings multiple times a week. |
| Having Clear Deadlines. |
| |

Preparation for Team Contract (Based off template from Nathaly Verwaal)

Chris Selinger

What do I want to get out of the team project?

| | |
|---|---|
| e. What do I want to learn? | Prototyping, effective user research, proper UI design. |
| f. How do I learn? | Trial and error, documentation, lecture material. |
| g. What are my goals for the project? | Gaining knowledge about effectively implementing end user experiences, and the main parts of effective design for UIs. |
| h. What are my hopes and fears about the group? | My hopes are that we will all work together efficiently and produce a good product. My fear is that the use of some prototyping tools will be tricky. |

What do I have to offer the team and project?

| | |
|--|---|
| a. Previous experience (that might be useful to the team...) | Worked a lot in corporate app development so have went through the rough motions of collecting end user requests. |
| b. Special skills (that I can teach/coach/contribute...) | Good at discussing issues or ideas out to help produce a fully thought out project. |

My Personal Preferences and Work Styles are:

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|--|
| To have consistent scheduled meetings to ensure a good final project. |
| When questions or concerns arise, I or anyone else from my team may raise these questions to the team and be responded to appropriately. |
| |

Preparation for Team Contract (Based off template from Nathaly Verwaal)

Hardeep Kaler

What do I want to get out of the team project?

| | |
|---|--|
| i. What do I want to learn? | How to do proper strategic UI/UX design, product prototyping and how to do proper user research |
| j. How do I learn? | Watching videos, applying it in my work, "try try again" style of applying lessons |
| k. What are my goals for the project? | To create a portfolio worthy project as well as a interesting project |
| l. What are my hopes and fears about the group? | My hope is that we are a strong technical team that can handle any UI project. My fear is that our group or myself won't have enough time to complete teams assignments or be able to put the hours in |

What do I have to offer the team and project?

| | |
|--|--|
| a. Previous experience (that might be useful to the team...) | Worked in teams on projects in a corporate environment with hard deadlines(Suncor), worked with teams in Clubs |
| b. Special skills (that I can teach/coach/contribute...) | Strong Collaborative Skills, problem solving |

My Personal Preferences and Work Styles are:

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|--|
| Having Scheduled meetings with the team to help break down what needs to still be done on a week to week basis |
| Having clear task and deadlines for work I am assigned |
| being able to message for help whenever I have an issue |

Preparation for Team Contract (Based off template from Nathaly Verwaal)

Richard Chow

What do I want to get out of the team project?

| | |
|---|--|
| m. What do I want to learn? | UI and UX design, prototyping, the process to those designs |
| n. How do I learn? | Active participation, practice, visually |
| o. What are my goals for the project? | Gain experience in UI and UX design, improve upon each prototype |
| p. What are my hopes and fears about the group? | I hope that the project runs smoothly and we do not fall behind in scheduling, my fear about the group is weeks when there are lots of deadlines |

What do I have to offer the team and project?

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|--|--|
| a. Previous experience (that might be useful to the team...) | Time management, keeping the project on track |
| b. Special skills (that I can teach/coach/contribute...) | Helping and multitasking on different aspects of the project |

My Personal Preferences and Work Styles are:

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|--|
| Knowing what work to do well before the due date, having a clear distribution of workload. |
| |
| |

Preparation for Team Contract (Based off template from Nathaly Verwaal)

Parker Siroishka

What do I want to get out of the team project?

| | |
|---|--|
| q. What do I want to learn? | Investigation and User research. Improve HTML/CSS competencies |
| r. How do I learn? | Videos & practicing |
| s. What are my goals for the project? | Create a presentable portfolio piece to present to future employers |
| t. What are my hopes and fears about the group? | I hope to have a group that keeps to their word and does the assigned work while having a fun time making something cool! My fears are that some people may lack in meeting a deadline or quality of work is not up to our teams standard. |

What do I have to offer the team and project?

| | |
|--|---|
| a. Previous experience (that might be useful to the team...) | Worked as a UI/UX engineering intern over summer of 2020. Lots of pet projects practicing UI/UX & design principles. Skills include high fidelity website mockups, and user journey research. |
| b. Special skills (that I can teach/coach/contribute...) | I have an eye for design! Love the nitty gritty of picking fonts and/or colours to make something really pop. |

My Personal Preferences and Work Styles are:

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|--|
| One meeting a week seems adequate for me. As long as all of us are present and we assign concrete tasks to complete by the next meeting. |
| Message in teams chat if you encounter any problems or roadblocks stopping you from completing your designated tasks. |
| |

B. Team Contract

Date: 21/09/2020

Tutorial Section: T01

Team Number: Team A

1. Team Goals

- Get a good final grade in 481
- Finish the course with a functional and presentable design and/or prototype
- Have fun :)

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

| Name | Roles |
|------------------|--|
| Hardeep Kaler | Front End Design Developer (tentative) |
| Abigayle LeFranc | Front End Design Developer (tentative) |
| Richard Chow | Front End Design Developer (tentative) |
| Parker Siroishka | Front End Design Developer (tentative) |
| Chris Selinger | Front End Design Developer (tentative) |

3. Team Organization

| | |
|-------------------------------------|--|
| How will you communicate? | Microsoft Teams |
| Where/when will you meet? | Online on Tuesday at 5:00PM; Thursday at 5:00PM (Only if needed) |
| How will you share files? | GitHub Repo |
| What operating system will you use? | Windows 10 OS |
| What editor(s) will you use? | Adobe XD |
| What editing style will you use? | N/A |
| Any additional considerations? | |

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.)

| Expectation | Consequence if expectation not met |
|--|--|
| Be able to respond within 24 hours | Has to turn on notification and must sing a song for the team |
| Attend every team meeting, permitting valid excuse | Must attend all remaining team meetings, and draw a team portrait on Microsoft Paint |
| Give proper notice when you're not able to complete a section. | Banished from the island |
| Active communication: Don't stop working at a roadblock, get a teammates assistance and succeed!!! | Meeting with the individual to address where they're stuck. |
| Don't insult or demean any teammates | Will be reported to the nearest local authorities |
| Try to have equal contribution between team members | Demoted to b team(will effect peer evaluations) |
| Notify the team if you are considering dropping the course | Out of the Group, lose all creative rights to the project |
| Try to keep Team meetings productive | There will be no consequence to this |
| | |
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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) Parker Siroishka date 21/09/2020
- 2) Abigayle LeFranc date 21/09/2020
- 3) Chris Selinger date 21/09/2020
- 4) Hardeep Kaler date 21/09/2020
- 5) Richard Chow date 21/09/2020

C. TEAM CONTRACT WORK SHEET: PART 2

Team Discussion Guidelines

1. What does each team member want to get out of this project or experience?
 - a. What do I want to learn?
 - b. How do I learn – by doing, by someone else explaining, by reading
 - c. 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.)
 - d. Hopes and fears about the group
2. What do I have to offer others?
 - a. Previous experience that might be helpful to the members of the team
 - b. 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:
 - a. Great editor, lousy writer / Creative thinker
 - b. Need to read material before talking about it
 - c. Prefer to talk or brainstorm before reading
 - d. Communicate best in person / Prefer e-mail to telephone
 - e. Want to do individual work before team thinking sets in
 - f. Prefer group discussion before developing my own position
 - g. Annoying habits that I have that I will try to limit...
 - h. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
 - a. The team with regard to its project or task
 - b. 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.
 - a. 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).
 - b. 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.

D. 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.