**GROUP CONTRACT DOCUMENT**

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.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract to your instructor.

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. 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 you should be, 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 instructor to resolve any conflicts so that you will have the most positive team experience possible.

**GROUP CONTRACT**

**Subject: Introduce to Business Marketing Section # D**

**Team Members:**

1) Matthew Malka ([mathm18@gmail.com](mailto:mathm18@gmail.com))

2) Damon Chueng ([tuidamon@gmail.com](mailto:tuidamon@gmail.com))

3) Khai Phan ([khai.phan@students.cis.edu.vn](mailto:khai.phan@students.cis.edu.vn))

4) Shafin Sadman ([shafin.sadman123@gmail.com](mailto:shafin.sadman123@gmail.com))

5) Adam Rea **(got no idea about this person, never seen on whatapps)**

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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:

* **We are looking to meet after 4 pm on Wednesdays, 12 pm on Saturdays(Khai: I can’t, I have to go to work), and 12 pm on Mondays at the Seneca Library / Computing Common every week.**

1. Preferred method of **communication** (e.g., e-mail, cell phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

* **We will mainly discuss our work via Whatapp, but our alternatives methods will be via e-mail, facebook messenger, or on the phone.**

1. **Decision-making policy** (by consensus? by majority vote?):

* **When it comes to decision, it is the best to let each of the team members explain their ideas, and then make a vote from there. The idea with the majority of votes will be used.**

1. 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?):

* **Matthew and Shafin will be in charge of setting each agenda the day before every meeting.**
* **Everyone will be notified on Whatsapp and we will send everyone a text to remind them about what needs to be done.**
* **Shafin, Matthew, Adam, Damon and Khai will be responsible for the team following the agenda during a team meeting.**
* **We will address each and every point when we are making a decision and see whether we are deviating from the task at hand or not.**
* **Also, if anyone doesn’t do their their part properly, it will be notified to the professor.**

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? Who will send minutes/attendance to Instructor?):

* **Khai is going to keep all the drafts and work of each team member and everyone is responsible to keep one as well. Khai will be a backup source in case the files are lost or gets corrupted.**
* **Each team member has the responsibility to record their own work.**
* **Disseminating minutes will be decided by each team member. They will estimate how long there part is going to be when they doing their work each week.**
* **Khai will then send all the minutes and attendance to the professor when everyone has completed their work.**

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| **Team Expectations** |

**Goals of this team:**

* **Our goal is to complete the assignments on time and make it as realistic as possible.**
* **We want to make our project stand out among all the others and get perfect scores on it.**

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

* **In the beginning, we will divided the work to each member based on their skills and abilities. They will have a chance to look at their part and if they have any questions or concern or think that their part is unfair, we will address that right away, to maintain equality and fairness among all members.**

1. Strategies for encouraging/including ideas from all team members (team maintenance):

* **We will listen to the ideas from each team member and let them explain their points.**

1. Strategies for keeping on task (task maintenance):

* **Cross checking with the points and the team members to see if we are on track or not.**
* **We will set deadlines to make sure we finish our work before the actual deadline and still have time to make changes if necessary.**
* **All the members will read each and everyone’s work properly in order to see if everything is alright.**

1. Preferences for leadership (informal, formal, individual, shared):

* **We are going to be informal because by that way every member will be comfortable and will express their own ideas freely.**
* **We are going to be democratic when making decisions because by that way we can get the best ideas and everyone will be motivated as the are participating.**

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

* **We will come up with a specific date, location and time to make sure that all team members are able to meet. We can expect each team member to come to at least 80% of the meetings (there are exceptions in case of an emergency). For punctuality, we are allowed up to 15 minutes of late time (there are exceptions due to traffic or bad weather). By that way the meetings will run smoothly in a timely manner.**

1. Expected level of responsibility and effort for fulfilling team assignments , timelines, and deadlines:

* **Every member is fully responsible for their given task.**
* **They should do their best in fulfilling the team assignments on time.**
* **If a member couldn’t finish the work on time and they have a good reason for it, then the other members will help to complete the task.**

1. Expected level of communication with other team members:

* **There will be a high level of communication between each team member because they have to constantly update each other about the assignments and what changes were made.**

1. Expected level of commitment to team decisions and tasks.

* **High level of commitment towards decisions and tasks because by that way the best ideas will be generated and our project is going to be more realistic.**

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, how you would handle **a team member who is not fulfilling** of any of the obligations of this team contract:

* **Firstly, we will kindly remind them about the obligations, and if they are having some kind of issue we will help them to solve that problem.**

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

* **We will give that individual a final warning, and if they still continue to do so we will notify the professor about the issue.**
* **Worst case scenario we will be that we will write their name on the peer evaluation form.**

1. If the team member has not contributed or met expectations set out in the contract, that team member understands the consequences of the peer evaluation grading (see group project peer evaluation and feedback form).

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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.*

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### A novel marketing mix and choice architecture framework to nudge restaurant customers toward healthy food environments to reduce obesity in the United States

Link: <http://onlinelibrary.wiley.com.libaccess.senecacollege.ca/doi/10.1111/obr.12553/full>

* Product: Healthy Food
* Price: Not sure
* Promotion: Across all of its franchise?
* What: Creating Healthy Food
* Who: Fast Food stores and customers
* When: now
* Why: Most of American are obese, some customers looking for fast fresh food or fast healthy food
* How: By creating a healthy fast food

### Examining the influence of uncertainty on marketing mix strategy elements in emerging business to business export-markets.(Author abstract)

Link: <https://www-sciencedirect-com.libaccess.senecacollege.ca/science/article/pii/S0969593113000954?_rdoc=1&_fmt=high&_origin=gateway&_docanchor=&md5=b8429449ccfc9c30159a5f9aeaa92ffb&ccp=y>