# Team Contract - Group Project INST377

Course Section:  
Team Number or Name:  
Project Manager:  
Backup Liaison:  
Date:

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| This team contract will set the procedures for the team for:  • Methods to contact other team members  • Determining the team philosophy and ground rules  • Setting teamwork due dates and obligations  • Setting team meeting schedules  • Provisions for dealing with conflict and/or team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team |

## **1.** **Contact Methods**

As a team, discuss the best ways to contact each team member. Email? Cell phone? Text message? Make sure that all members have at least two ways to contact each other and enter the information below.

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| Team Member | Best Contact Method: include a phone number, email address, etc. | Team Role (CSS/HTML, JS, PHP data integration, etc) | Alternate Contact Method: include  phone number, email address, etc. |
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## **2.** **Team Philosophy and Ground Rules**

In this section, think about what philosophy or attitude you’d like the team to have to complete the team project effectively. In the space below, discuss what aspects of teamwork you consider to be the most important and why. That is, what is your “team philosophy”?

To develop a practical team philosophy, what ground rules will you establish for team behavior and contributions? Write them here.

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## **3.** **Team Meetings**

The team needs to meet to ensure that the project is proceeding on schedule. These meetings may be in person, or by other methods, such as Skype, etc. How will the team schedule meetings? How will you compromise if your schedules don’t synchronize?

Where will the team meet? (This could be a physical location(s) or an online meeting.)

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## **4.** **Team Debate and Conflict**

It is unlikely and not necessary for all team members to agree all the time about what to do for the project. How will the team make decisions? Will the majority rule? Must all agree? Will one person decide? Alternatively, will you adopt some other method?

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### How will the team ensure cooperation and equal distribution of work?

#### Timing

### How will team member obligations and due dates be determined to allow enough time for final revisions to the project deliverable before the due date? What will be the lead time? What will be the contingencies in case one or more team members are unable to fulfill their obligations?

### **How will you handle team obligations?**

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#### Provisions for Dealing with Problem Team Members

A team member who routinely does these things may be a problem for the team in its effort to achieve its goals:

* Regularly fails to complete their work on time.
* Refuses to share their work with the team (and wants to submit it alone).
* Does not communicate with the team regularly and/or does not attend team meetings regularly.
* Regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or engages in other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the process followed to completion could lead to an intervention meeting with the instructor.

In the space below, incorporate these steps into a team procedure for dealing with a problem team member. The process should include:

1. How the team will notify the team member that there is a problem that needs to be rectified. (i.e., will you contact the team member in person in class? By email? how?)
2. How a second notice about the ongoing problem(s) will be given to the team member. If a second notice needs to be given, then the instructor should also be notified.
3. How the team will work with the team mentor and instructor once the previous steps are taken and the problem persists. This process must include a meeting with the instructor, team mentor, the problem team member, and at least two other team members. At this meeting, an action plan will be devised.

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### **How will you handle conflict as a team?**

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### **5.** **Approval of the Team Contract by All Team Members**

In the space below, each team member needs to sign their name. A team member’s signature indicates that they have read the team contract and agree to all provisions of the contract. If a team member is not present at the initial team meeting, then they cannot dispute any of the procedures in the team contract but must agree. A copy of the team contract will be submitted on ELMS.

**Signatures (each team member should sign each copy, and the team project manager should submit the original):**