

TEAM CONTRACT

For the team contract, go through each section as a team and respond to the questions and prompts for each section. Save your final team contract as a pdf.

Course Name: INST490

Capstone Project Title: Roots Africa Data Dashboard

Student Names:

Bruck Getnet, Rishabh Banga, Yosef Tsigie, Demetri Tzamaras, Ildreed Mbami, Scott Chen

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Professor: Andrew Mackenzie Fellows

PROJECT VISION

Question: What is the team's grades expectation on this assignment e.g. A+, A, B+? Is there a consensus?

The team's grades expectation is an A+ on this assignment.

Question: Is each member committed to putting in the work to achieve this grade? If not, how will the team resolve this?

Each team member is more than capable of getting the job done to achieve an A+. We will meet often to get our work done and meet every deadline on time. If not, we will resolve any issues through good communication with each other.

Prompt: Highlight the grade that your group is targeting. All team members must agree on the decision:

50% to 60%

60% to 70%

70% to 80%

80% to 90%

90% to 100%

TEAM MEMBERS' BEHAVIORAL EXPECTATIONS

Prompt: As a team, discuss what you need from each other to work effectively as a team? Examples: “communicating in a timely manner with each other”, “being punctual to team and client meetings”, “meeting task deadlines”, etc. Each member needs to include at least one behavioral expectation and list a specific example.

NAME	BEHAVIORAL EXPECTATION	SPECIFIC EXAMPLE
<i>Example: George Green</i>	<i>Punctuality</i>	<i>All team members show up to meetings and class on time and with work done as per agreement</i>
Ildreed Mbami	Communication, punctuality, and delivering work on schedule	<i>All team members communicate what the progress of their work is, whether or not they have any blockers, and if they would like help completing the deliverables.</i>
Demetri Tzamaras	Open minded	Team members communicate their ideas and thoughts, we should actively listen to ideas and be open to changes in our group project.

Bruck Getnet	Respectful communication towards others	Team members need to complete their work on time for before the due date in order for us to talk about it
Scott Chen	Willingness to ask for help, willingness to learn	Time can be extremely tight in the middle of the semester and therefore teammates should not be afraid to reach out for help if they think that they may not be able to reach a deadline.
Yosef Tsigie	Active Listening	Taking time to listen and understand others' perspectives and viewpoints.
Rishabh Banga	Honesty	Honesty is crucial in any team setting, especially when working on projects with tight deadlines. Being transparent about challenges and expectations helps build trust and ensures that everyone is on the same page.

ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify **at least one** of the skills below that you feel you **are strong in** and **one skill area that requires further development**.

Use this information in completing the sections **“SKILL STRENGTH IDENTIFICATION”** and **“SKILL DEVELOPMENT IDENTIFICATION”** areas below.

COMMUNICATION

For effective teamwork to occur there needs to be a free, open and appropriate expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful

communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

PARTICIPATION

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

GIVE AND TAKE

There may be various ideas of how to achieve success within the team. Therefore, members need to be open to compromise and recognize that it is sometimes better to give in than be “right”. Members need to discern the differences between their own needs and those of the group, ideally putting the needs of the team before those of the individual.

LEADERSHIP

Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions and ideas demonstrates leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

ORGANIZATION

An effective team needs to be organized. Members determine how the team is organized. This in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

PREPARATION

For teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

PROCEDURE

In order for teams to function well, they need to set up procedures, which will clearly

identify members' responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise teamwork may end up being inefficient, inconsistent and regularly in "crisis". Members need to function according to agreed upon procedures which will help to guide them in times of dilemmas.

CAPABILITY

Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one's interest and potential will often lead others to have more confidence in that member.

COMMITMENT

Members who are committed will often be the ones taking initiative to achieve goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

PROGRESS AND ASSESSMENT

A well running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective occurs.

SKILL STRENGTH IDENTIFICATION

Each member must choose **at least one skill** from "Elements of Effective Teamwork" (pages 2&3) that you feel is your **strength**. Be **very specific** in what activity you will apply this skill to the assignment.

MEMBER NAME	SKILL STRENGTH	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	<i>Commitment</i>	<i>I will attend all meetings and encourage others to be committed.</i>
Demetri Tzamaras	Communication	I will communicate effectively to my

		teammates if I need help, am missing class or a team member needs to stay on top of their work.
Bruck Getnet	Participation	I will complete all my designated work and be engaged in all meetings
Rishabh Banga	Organization	I will help us make sure all of our work is documented and in the right place.
Scott Chen	Preparation	I will be prepared for team meetings to the best of my ability so that I do not hinder the team in reaching objectives.
Yosef Tsigie	Commitment	Committed to achieving team goals and objectives and attending every meeting.
Ildreed Mbami	punctuality	I will make sure to always be on time for any important meetings and make sure that whatever work I've been assigned has been completed on time

SKILL DEVELOPMENT IDENTIFICATION

Each member must choose **at least one** skill to be developed from “Elements of Effective Teamwork” (pages 2&3). Provide a specific example of how this skill is often challenging for you in a team situation and how you might develop it within this project.

MEMBER NAME	SKILL DEVELOPMENT	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	Organization (Time Management)	<i>Sometimes I procrastinate. I would like to challenge myself</i>

		<i>to be on time more and may need support of the group in this area.</i>
Demetri Tzamaras	Preparation	Sometimes I go into assignments with no preparation, so I will come into classes more prepared and on top of the work we have assigned that day.
Bruck Getnet	Leadership	Sometimes I feel like I lack the leadership role where I don't like to take lead in group projects, I will try to be more vocal if needed.
Rishabh Banga	Procedure	Occasionally I can tend to forget things, so I will work on this by making we have a plan and good documentation as a group.
Scott Chen	Leadership	I like taking direction from others more than being a leader myself. I will try to take more initiative for this project.
Ildreed Mbami	Preparation	I more often than not do my things on the fly and don't really put much preparation into it. It's worked up till now, but for this project I would like to be a better preparer so that we can deliver the best quality product to this organization.
Yosef Tsigie	Leadership	I can improve on my leadership skills. I will try to promote more

		decisions, team actions and ideas.
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TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is **available** to work on the assignments/project with your team. If this changes, complete the schedule again. Each team member should include their initials in each box they are available.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8-9am							
9-10am					RB		
10-11am	DT SC RB YT	DT RB	DT SC YT		RB		
11am-12pm	DT SC RB YT	DT SC	DT SC YT				DT RB
12-1pm	DT SC YT	DT SC YT	DT RB SC YT				DT RB
1-2pm	DT SC BG YT	DT SC BG RB YT	DT RB BG SC YT	DT BG YT	BG YT	IM	DT RB
2-3pm	DT SC BG YT	DT BG RB YT	DT RB BG SC YT	BG DT YT	BG YT	IM	DT RB
3-4pm	DT SC BG SC YT	DT BG YT	BG SC YT	BG DT YT	BG IM YT	BG IM YT	DT SC YT
4-5pm	SC	SC YT	SC	BG	BG IM YT	BG IM YT	DT SC YT
5-6pm		IM RB SC YT		BG IM SC	BG IM YT	BG IM YT	DT SC YT
6-7pm	DT RB	DT IM	DT IM	BG IM SC	BG IM	BG IM	DT SC

	SC BG IM YT	RB SC YT	BG RB SC			YT	YT
7-8pm	DT RB SC BG IM YT	DT IM RB SC YT	DT IM BG RB SC	BG IM SC	BG IM	IM	DT SC
8-9pm	DT RB SC BG IM YT	DT IM RB SC	DT IM BG RB SC	BG IM SC			DT SC
After 9pm	DT SC BG IM	DT IM RB SC	DT BG IM SC	IM SC			DT SC

TEAM ACTIVITY PLAN

Please fill out according to the assignment requirements. **Be as specific as possible** so that everyone is clear what is being completed and by when. The dates can be changed as the semester progresses. Feel free to add rows as required.

Project Tasks / Requirements	Who Is Completing This Activity/Task	Date to be Completed
Example: <i>Research on current industry events in Canada</i>	<i>Pat Green</i>	<i>Monday October 26th</i>
Identify the platform we will use to create the data dashboard	Ildreed Mbami	Monday February 24th
Create our Requirements Document to confirm the project	Rishabh Banga	Monday February 24th
Conduct background research and information needs assessment	Bruck Getnet	Monday Feb 24th

Meet with client to assess needs	Demetri Tzamaras	Monday February 24th
Create an outline for the data dashboard based on background research and client needs	Scott Chen	Monday February 24th
Identify and implement accessibility and user experience enhancements	Yosef Tsigie	Monday Feb 24th

CRITICAL REVIEW DATES

It is strongly recommended that you pre-arrange Critical Review Dates. These meetings will help to assess if you are on track and if the project is moving along as planned.

Please discuss:

- How often your will team meet to review the project status.
 - Our team will meet once a week outside of class
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
 - We will communicate with each other through a groupchat on our phones.
 - What will be the ramifications of no regular communication?
 - Misunderstandings
 - Conflict
 - Missed Deadlines
 - Decreased productivity

- What contact information you will share with each other and when it is appropriate to contact each other.
 - Contact information that we have shared are phone numbers and terpmail/email addresses.
- Deadline dates to ensure task completions.
- Who will take lead in communicating with the team and initiating discussions when needed.

Review Date #1: March 10th

Location/Method of Communication: Zoom

Review Date #2: April 14th

Location/Method of Communication: Zoom

Review Date #3: May 5th

Location/Method of Communication: Zoom

CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

Name: Demetri
Tzamaras

Signature: Demetri Tzamaras

Date:
02/17/2025

Name: Bruck
Getnet

Signature: Bruck Getnet

Date:
2/17/2025

Name: Ildreed
Mbami

Signature: IM

Date:
2/17/2025

Name: Scott
Chen

Signature: Scott Chen

Date:
2/17/2025

Name: Rishabh
Banga

Signature: Rishabh Banga

Date:
2/17/2025

Name: Yosef
Tsigie

Signature: *Yosef Tsigie*

Date:
2/17/2025