**OPER1160 Team Contract**

**Purpose of Team Contract:**

This contract will outline your team’s goals, expectations, policies and procedures. It will be referenced in order to resolve any disputes that may arise within the team.

**Statement of Shared Goals:**

Spell out what the team wants to accomplish. This could be in terms of marks, new skills learned, methods used, etc.

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**Expectations, Policies & Procedures:**

Outlined below are the specific policies and procedures for each of the areas outlined in the peer evaluation form. **Groups are not limited to these listed and are welcome to add additional criteria to these suggested**.

*Participation:*

* All group members must notify group of their work schedule and other commitments so that the meeting date may be set to accommodate group schedules.
* Attendance for each meeting is mandatory.
* If a team member is unable to attend a meeting due to illness or emergency as outlined by the group (as acceptable reasons to miss a meeting), they must notify the members of their group at least 24 hours in advance.
* If you are supposed to bring materials to a meeting, but will not be attending, it is your responsibility to email the information, or drop off the required material to another team member. Failure to do this will be considered a strike, and will be handled according to the three strike policy outlined in the conflict management section.

*Completion of Tasks/Quality of Work*

* Group members produce quality work that can be used in the preparation of the project
* Group members need to produce quality written work that does not contain spelling or grammatical errors. Please remember that the rubric for evaluation of this project penalizes spelling and grammatical errors.
* It is expected that each member be aware of all assignments, due dates and the work they are responsible for.

*Communicating Effectively:*

* Primary form of communication other than group meeting times will be through college email/or thru D2L. **The expected turn around time for a response is 12 hours.**
* If you require a faster turn-around time it is expected that you call, text or talk to the team member to alert them to the urgency.

*Collaboration:*

* All decisions will be made by a majority vote.
* All group members must participate in the vote. (If student has a legitimate reason for not attending a meeting their vote must be considered. They have 12 hours to respond by email. If the student is a no show for a meeting without a legitimate reason they forfeit the right to vote on that decision.)
* In the event of a tie vote, the team must work together to come to a consensus.
* Each team member is to attend each meeting with all required materials.

*Interpersonal Interactions:*

* It is the understanding that each team member will treat all members of the team with respect and an encouraging nature.
* Each member should be able to freely discuss their ideas and opinions with the team without the concern of being dismissed or talked down to.

**Critical Dates Outline:**

Your team needs to lay out when your first meeting date and time will be and at least one date and time regarding the final editing of the finished project. Ideally, all key steps in the process should have a meeting time assigned.

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| **Date of Meeting** | **What will be discussed?** | **Preparation Required** |
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**Conflict Management:**

Whenever a team member fails to follow the terms outlined in the contract, it will be considered a strike against them. The group will operate on a three strike policy, which is outlined below.

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| **Strike One** | * The team member will receive a warning about their actions and the discussion must be documented. |
| **Strike Two** | * The team will have a discussion about the issues that have surfaced. The team will prepare a written summary of the issues and the agreed upon resolution. This written summary will be signed and dated by all members of the team and copied to the instructor. |
| **Strike Three** | * Team member will lose their peer evaluation marks for the section under which they have not performed and the instructor copied on the final summary of issues. Any further issues with regards to this particular contract matter will be taken to the instructor to suggest a solution. |
| * If there is a problem with a team member who already has three strikes against them, the issue will then be taken to the instructor to determine a solution. The instructor reserves the right to determine the final evaluation decision for all assignments and the course. | |

Any minor disagreements that groups have during a meeting will be put to a vote. Always proceed with the idea that the majority of votes wins. If a team member feels that they are not being heard by the group, it is their responsibility to notify the team and schedule a meeting to discuss the member’s concerns openly.

**Contact Information:**

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| **Team member** | **E-mail address** | **Phone Number** | **Text option (Y or N)** |
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***By signing below, I agree that I have read and fully understand the terms of the contract outlined above.***

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| **Team Member** | **Signature** | **Date** |
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**Accepted by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name

**Signatures and Date of Signature by ALL team members:**

This is an enforceable contract. The project will NOT be accepted by the instructor until this is complete. If it is not **completed one week after group formation**, any marks allocated to this deliverable will be voided, but a team contract must still be provided or the project is incomplete.

* Original handed in dated and with all signatures will be retained by the instructor. Ensure that everyone has a copy of the contract.
* Ensure a copy is available at meetings for easy reference.
* If your team decides to make any changes to the contract, please provide the instructor with an original copy of the changes again dated and signed by all members. Indicate which part(s) is/are being changed.