

# **TEAM CONTRACT:**

## **Communication**

### **1. Team Meetings:**

- a. Occur at least 1-2 times per week, once to set the tasks/goals for the week and another to check-in and see the progress of the project.
- b. Each meeting will last approximately 25-60 minutes depending on how much needs to be discussed.
- c. A group message will be our primary means of communication outside of these meetings (has already been created).
- d. Our meetings will be hosted through zoom.
- e. We will share a google doc to record what is discussed during meetings and specifically lay out each task that must be completed and assign a task to each person.
  - i. Each person can take notes as we go through each meeting so one person is not stuck taking all the notes.
  - ii. The time of each meeting will also be recorded.

### **2. Assistance:**

. Through use of a text group message with the group members, we will be able to assist each other when issues or questions occur. This is the fastest means of communication and easiest as one can respond at their convenience. Typically, most responses will not take more than two hours.

### **3. Respect:**

. Respect is the number one priority of this group and each member will ensure that each other feels that when discussing ideas or problems we may run into. Each member will have time during meetings and text exchanges to speak and not feel as though anyone is not listening to them. To ensure this will continue on throughout the project, we will be sure to acknowledge each person after they speak so they verbally know each member is giving them the time to listen and comprehend.

## **Collaboration**

### **1. Work Distribution:**

- a. In order to fairly distribute the workload evenly among team members we will begin each first weekly meeting by laying out what tasks must be completed in order to successfully finish the deliverable.
- b. Once these tasks are planned, we can see which member is most comfortable with taking each one and divide and conquer from there
- c. If complications arise during a member's task, the group will gladly be there to help and work through the problem so no member feels as though they have to handle it all on their own.

### **2. Time Commitment:**

- . The time commitment will vary depending on the group member as some work faster than others.
- a. However long it takes for a member to complete their task to the best of their ability is perfectly acceptable.
  - b. We plan to be very efficient as well as very flexible as there is a lot on many students' plates at this time of the year.
  - c. We will do our best to plan around other commitments to ensure each member can be present for the meetings and other times we need to collaborate.

### **3. Conflict Resolution:**

. If a disagreement upon members ensues, it will be a priority to hear both sides and come to a compromise between the two.

a. This will ensure each member feels respected in their ideas and opinions and a compromise will embody both sides.

b. If we run into any issues of team members not completing their tasks or arriving late to every meeting, we will directly contact them and allow them to explain why these issues are occurring. If reaching out does not work we may have to expand to a course staff member to help resolve and see if there's a way to contact them.

c. If a person does miss many tasks, the remaining working group members will divide it up and help complete it so we do not fall behind.

I, Natalie Lindquist, Jacob Mueller, Richwell Perez, and name, agree to contribute and attend the scheduled team meetings in order to complete this project. I understand that I am responsible for my given tasks and will do whatever is necessary to complete them to my best ability.

**Print Name Here to Agree: Natalie Lindquist**

**Jacob Mueller**

**Richwell Perez**

**Courtney Duncan**