

TEAM CONTRACT

Course Name: Macroscopic Physical Chemistry

Student Names: Ashley Faro, George Paxos, Gabriela Inojosa Tenorio, Valeria van Merkerk

Team Topic: Exam 2

Professor: Dr. Vazquez

Presentation Date: 04/02/2020

Class Day / Time: MR 12:15- 1:40

PROJECT VISION

(Team's Grade Expectation Eg. A+, A, B+, B, etc.)

What is the team's grade expectation on this assignment? Is there consensus?

Please ask each other: "Is each member committed to putting in the work to achieve this grade? If not, **how will the team resolve this?**"

Please circle/highlight the grade that you group is targeting:

50% to 60%

60% to 70%

70% to 80%

80% to 90%

90% to 100%

All members of the team
must agree on the decision.

GROUP MEMBERS' BEHAVIOURAL EXPECTATIONS

What do you need from each other to work effectively as a team?

Examples: "*communicating in a timely manner with each other*", "*being punctual*", "*meeting deadlines*", etc. **Each member** needs to include **at least one** behavioural expectation.

This need should
be brought to the
attention of your
team.

NAME	BEHAV. 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>
George	Effort	We all put in effort to answer each other's questions.
Gabriela	Communication	Responding to each other's texts and emails. Making sure we are making ourselves available for Zoom meeting
Valeria	RESPECT	Have a collaborative space where everyone gets a chance to talk.

Ashley	organization	We have to all be on the same page with each other and be organized so that we finish our work efficiently.
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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 needs of team before the needs 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.

Use this information in completing the sections
"SKILL STRENGTH IDENTIFICATION" and
"SKILL DEVELOPMENT IDENTIFICATION" areas
 below.

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.

This Skill should
be brought to the
attention of your
team.

MEMBER NAME	SKILL STRENGTH	SPECIFIC ACTIVITY
<i>Example:</i> Pat Green	Commitment	I will attend all meetings and encourage others to be committed.
George	Abstract ideas	Conceptual understanding of materials
Gabriela	Commitment	I want the team to do as well as possible and i am willing to spend as much time understanding a topic or helping my team with what they struggle
Valeria	Organization	Staying organized with all the due dates.
Ashley	communication	I am very transparent with everyone and I usually respond very quickly.

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.

This Challenge should
be brought to the
attention of your team.

MEMBER NAME	SKILL DEVELOPMENT	SPECIFIC ACTIVITY
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Example: Pat Green	Organization (Time Management)	<i>Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.</i>
George	Time management	Being punctual and attentive to all questions.
Gabriela	Communication	At times i find myself struggling with trying to talk when I am struggling with something and won't ask for help.
Valeria	Participation	I often participate with information that is not required.
Ashley	Organization	Sometimes I'm not organized with my work and it's all over the place.

TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is NOT available to work on assignments/projects with your team. If this changes, complete this again.

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 1							
1 – 2							
2 – 3							
3 – 4							

4 – 5					
5 – 6					
6 – 7					
7 – 8					
8 – 9					
9 - 10					

BE VERY CLEAR OF YOUR AVAILABILITIES,
AS THIS IS OFTEN THE MOST COMMON
AREA FOR CONFLICT.

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.
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 April 6</i>
Complete practice exam Complete Exam 2	George	03/02/2020 05/02/2020
Complete practice exam Complete Exam 2	Gabriela	03/02/2020 05/02/2020

Complete practice exam Complete Exam 2	Ashley	03/02/2020 05/02/2020
Complete practice exam Complete Exam 2	Valeria	03/02/2020 05/02/2020

Clarity of Tasks and/or Requirements is
often an indicator of a
HIGH FUNCTIONING TEAM.

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.
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
- What will be the ramifications of no regular communication?
 - What contact information you will share with each other and when it is appropriate to contact each other.
 - Deadline dates to ensure task completions.
 - Who will take lead in communicating with the team and initiating discussions when needed.

Review Date #1: 03/02/2020

REVIEW PRACTICE EXAM QUESTIONS

Location/Method of Communication: Zoom meeting

Review Date #2: 05/02/2020

REVIEW EXAM QUESTIONS

Location/Method of Communication: Zoom Meeting

CONTRACT AGREEMENT

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

Name: George Paxos Signature: George Paxos Date: 03/30/2020

Name: Gabriela Inojosa Tenorio Signature: Gabriela Inojosa Tenorio Date: 03/30/2020

Name: Valeria van Merkerk Signature: Valeria van Merkerk Date:
03/30/2020

Name: Ashley Faro Signature: Ashley Faro Date: 03/30/2020