

# TEAM CONTRACT

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Course Name:

Student Names:

Team Topic: Professor:

Presentation Date: Class Day / Time:

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## 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?**"

**member** needs to include **at least one** behavioural exp

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

All members of the team must agree on the decision.

50% to 60%  
60% to 70%  
70% to 80%  
80% to 90%  
90%to 100%

## 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**

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

NAME BEHAV. EXPECTATION SPECIFIC EXAMPLE

Example: George Green Punctuality

All team members show up to meetings and class on time and

*with work done as per agreement*

Nicodemo Mazzaferro	Contribution	All team members work together toward the goal and no one waits for another member to do the work.
Kevin Marry	Contribution	Each person should do their part of the exam and on time in order for the exam to be submitted before the deadline.

**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).

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**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 it's 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.

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## 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 **Example:** *Pat Green Commitment*  
*I will attend all meetings and encourage others to be committed.*

Nicodemo Mazzaferro                      Capability

I will use my math and chemistry knowledge and combine it with my teammate(s)’ to do well on this exam.

Kevin Marry                                      Capability

I will use my knowledge of the topics present on the exam in order to answer the questions I’m assigned to the best of my ability.

## 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

**Example:**

*Pat Green*

*Sometimes I procrastinate. I Organization (Time would like to challenge myself Management)*

*to be on time more and may need support of the group in this area.*

Nicodemo Mazzaferro Preparation

I end up procrastinating a lot and find myself doing required tasks too late. I will force myself to do what I need to at an appropriate time instead of waiting until it needs to be done.

Kevin Marry Preparation

Likewise, I also like to procrastinate when it comes to doing assignments. I'll try to do this assignment before the due date in order to prevent my partner and myself from receiving a failing grade.

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

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

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## 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 - ?

Nicodemo Mazzaferro (because filling out the chart above doesn't work well)

Unavailability: S: 7:00-9:00

M: 12:15-1:40, 2:00-4:00, 5:00-9:00

T: 4:00-5:00, 7:00-9:00

W: 1:00-3:00, 7:00-9:00

R: 12:15-1:40, 3:00-4:00, 7:00-9:00

F: 7:00-9:00

S: 7:00-9:00

Kevin Marry

Unavailability

Sun. :6-9

Mon.: 12:15-1:40, 6-9

Tues: 10:40-12:05, 6-9

Wed: 10:40-12:05, 6-9

Thurs: 12:15-1:40, 6-9

Fri.:10:40-12:05, 6-9

Sat: 6-9K

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

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## **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.

Completed

Project Tasks / Requirements Who Is Completing This  
Activity / Task

Date to be

*Example: Research on current  
industry events in Canada  
Pat Green Monday October 26<sup>th</sup>*

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

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## **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:

Location/Method of  
Communication:

Review Date #2:

Location/Method of  
Communication:

Review Date #3:

Location/Method of  
Communication:

## **CONTRACT AGREEMENT**

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

Name: Signature: Date: Nicodemo Mazzaferro's Signature will be uploaded separately.

Name: Signature: Date:

Kevin Marry Kevin Marry 4/1/20

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date: