**Guidelines for Writing Team Contract**

To prepare you for teamwork in the business world, you will be assigned a team for the semester. Your team will work together to complete the collaborative projects in MATH 115B this semester.

**Rationale**

According to concepts from Organizational Behavior, there are five stages of team development: forming, storming, norming, performing, and adjourning. During the forming stage, teams tend to communicate in indirect polite ways rather than more directly. The storming stage, characterized by conflict, can often be productive, but may consume excessive amounts of time and energy. In this stage it is important to listen well for differing expectations. Next, during the norming stage, teams formulate roles and standards, increasing trust and communication. This norming stage is characterized by agreement on procedures, reduction in role ambiguity, and increased “we-ness” or unity. These developments generally are precursors to the performing stage, during which teams achieve their goals, are highly task oriented, and focus on performance and production. When the task has been completed, the team adjourns.

To accelerate a team’s development, a team contract is generated to establish procedures and roles in order to move the team more quickly into the performing stage. This process of generating a team contract can actually help jump-start a group's collaborative efforts by immediately focusing the team members on a definite task. The group members must communicate and negotiate in order to identify the quality of work they all wish to achieve, and the level of group participation and individual accountability they all feel comfortable with.

Successful team performance depends on personal individual accountability. In a team environment, individuals are usually effectively motivated to maximize their own rewards and minimize their own costs. However, conflicts can arise when individualistic motives or behaviors disrupt team-oriented goals. For example, conflict can stem from an unequal division of resources. When team members believe they are receiving too little for what they are giving, they sometimes reduce their effort and turn in work of lower quality. Such "free riding" occurs most frequently when individual contributions are combined into a single product or performance, and individual effort is perceived as unequal. At this point, some individual team members may take on extra responsibilities while other team members may reduce their own efforts or withdraw from the team completely. These behaviors may engender anger, frustration, or isolation—resulting in a dysfunctional team and poor quality of work. However, with a well-formulated team contract, such obstacles can usually be avoided.

**Team Contract Assignment**

Your team contract template is divided into three major sections:

1. establishing team procedures
2. identifying expectations
3. specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, and (d) specify the exact time and exact place for completion or submission of each task. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract to your 115B instructor.

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as you should be, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your instructor, TA, or preceptor to resolve any conflicts so that you will have the most positive team experience possible.

**TEAM CONTRACT**

**BTD210 NAA Team # 8**

**Team Members:**

1) Layla Medina Perez

2) Rajat Aryal

3) Muhtasim Rafiqul Islam

| **Team Procedures** |
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1. Day, time, and place for regular **team meetings**:

Every **Wednesday 2:10 pm.**

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Discord group hosted and ran by **Muhtasim** for general communication, discussion and planning, voice chat weekly meetings will be for **plan confirmation, problem resolution, and group work**.

1. **Decision-making policy** (by consensus? by majority vote?):

General consensus. All the decisions will be finalized after all the team members have agreed upon it. **Rajat** will take the role of **impartial deciding vote** if necessary.

1. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Meeting agendas will be discussed weekly and agreed upon by general consensus on what needs to be done/ prioritized. **Layla** will keep track of **timelines** and be in charge of **notifying the group/ setting reminders** for following the **agreed timeline and meeting agenda**. To ensure team organization, timelines and goals will be periodically **assessed throughout the meeting** and workflow will be adjusted accordingly.

1. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

**Layla** will be in charge of **recording minutes** (what was done/ discussed throughout the meeting). Minutes will be **disseminated before the end of every meeting** to ensure quality of work and organization. Minutes will be kept in the discord server under #meeting-minutes.

| **Team Expectations** |
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**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

Each of us will give our best to provide our maximum effort so that the work done is always above the standards. If anyone feels overwhelmed due to the amount of work they have been allocated to do, they are to report to the group immediately and necessary actions will be taken.

* 1. **Strategies** to fulfill these standards:

Every Wednesday, we will be going through the progress we have made in our work. If some things are not upto the standards, we will discuss that topic as a team and decide the course of action to be taken.

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

**Time :** We schedule our meetings so that it accommodates everyone’s schedule

**Roles :** Each team member has a role dedicated to them and will be held liable if they are not able to meet their requirements.

1. Strategies for encouraging/including ideas from all team members (team maintenance):

No ideas are bad ideas. We will be listening to what each group member has to offer without discouraging them. All thoughts are appreciated and we will discuss as a team on those ideas and expand whether they are beneficial for our project or not.

1. Strategies for keeping on task (task maintenance):

Each team member will be made aware of deadlines and tasks that must be fulfilled. Assignment planning and task prioritization will also be discussed before starting any new project. Doing so will ensure all team members are focused on tasks by priority.

1. Preferences for leadership (informal, formal, individual, shared):

Shared informal leadership, we all have mutual respect for one another and all want to be a part of taking ownership over our work and the work of our team.

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

All agreed upon meetings must be attended on time. Lateness is not tolerated unless communication is made beforehand to give notice of lateness (this is fine, we can always push back a meeting by 20 minutes or reschedule if we have to)

Missing a meeting is not allowed as groups are so small we would simply plan to reschedule if someone couldn’t attend.

If team-members fail to communicate their scheduling needs it will only break down the viability of the team and our grade.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Group members are expected to fulfill all assignments and follow all timelines/ deadlines agreed to. If a group member feels they cannot fulfill these expectations they are to communicate that in order for the group to reconsider and accommodate that. (if anyone feels like they’re overwhelmed with timelines and work, it's better that we come together to work on it than for it to be left to the last minute with one person struggling unnecessarily and stressing out the rest of the team too).

1. Expected level of communication with other team members:

Team members are expected to communicate if:

-They think they’ll be late

-They think they won’t be able to attend a meeting

-They don’t think they’ll be able to meet a deadline

-They think they’re work is lacking in some way

-They have questions about their work, the lab, deadlines, etc

-They have questions in general

1. Expected level of commitment to team decisions and tasks.

Team members are expected to be committed to the team and contributing to the goal of getting 80% or higher in all group work.

| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |
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1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

If a member fails to:

-Show up to a meeting without communication or acceptable justification

-Complete agreed upon share of the work at an acceptable standard

-Fulfill agreed upon expectations of this contract

Group members will notify the offending group member(s) of their infraction and ask for appropriate adjustment of behavior(s).

1. Describe what your team will do **if the infractions continue**:

If a member fails to:

-Show up to 3 or more meetings without communication or acceptable justification

-Complete agreed upon share of the work

-Fulfill agreed upon expectations of this contract

Group members reserve the right to ask the teacher for group separation from the offending member.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) Layla Medina Perez date **13th Jan, 2022**

2) Rajat Aryal date **13th Jan, 2022**

3) Muhtasim Rafiqul Islam date **13th Jan, 2022**