

ECOR 1042 Team T143 Contract

The team contract is to be completed electronically, including electronic signatures, where possible.

Team Contract Instructions

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.

Once your team contract has been developed, your team is ready to begin work on the project. 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 it should, 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 TA or professor to resolve any conflicts as soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

TEAM PROCEDURES

1. Days, times, and method (e.g. Zoom, etc.) for regular **team meetings**:
 - a. Friday- 6.00pm to 9.30pm (In -person)
 - b. Sunday- 1.00pm to 3.00pm (Discord)
2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Messenger, etc.) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:
 - a. Discord
 - b. E-mail

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

By majority vote.

4. 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?):

The team leader ; Uchenna Obikwelu will set each agenda. The agenda update would be done every Sunday before each Milestone. The team members would be notified 24hrs before their respective deadlines by team member Anusha Jain on our team discord server. The team leader would be responsible for the team following the agenda during a team meeting.

To keep the team on track during meetings, time would be allocated to each task/discussion to be done and would be sent out/ decided before each meeting.

5. 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?):

After each meeting both(in-person and online) Stephen Bolo and Samuel Majok would give feedback on the things decided, completed, and things yet to be done on our discord server. These agendas and minutes would be collated and kept in a google doc.

TEAM EXPECTATIONS

Work Quality

1. **Project standards.** Different students have different academic goals for the project. For each group member, enter the grade that you hope to achieve on the project. Differences in expectations, standards, and goals should be discussed now.

Name	Grade Goal for the Project
Uchenna Obikwelu	A
Stephen Bolo	A-
Anusha Jain	A+
Samuel Majok	A

2. Below, discuss some strategies to achieve these grades and uphold the corresponding standards in all deliverables.

To achieve these grades, proper and timely communication with the teammates is one of the strategies. Help each other solve problems so that the work can be submitted before the deadline. Ask TAs for help and doubts and reach out to them whenever we are stuck with something.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
 - Ask team members for the preference of tasks they would want to perform and estimate the time it will take them to complete the task.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Have proper and timely communication with other members. Encourage and help others to solve problems they are facing during their tasks.
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3. Strategies for keeping on task (task maintenance):
 - Reminding each other daily
 - Setting our own due dates earlier than the set dates.
4. Your group has an assigned leader, but everyone can exhibit *leadership*. Preferences for leadership (informal, formal, individual, shared):

Shared and informal leadership

PERSONAL ACCOUNTABILITY

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - If the group has decided to meet on a particular day and time, all members should show up and if they are late, they should inform the other members.
 - If an individual is unable to attend the meeting, they should inform the team as soon as possible
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - If a team member is not able to achieve their task in the allotted time, then they should ask for help immediately from the team.
 - All members should submit their work before deadline and do the best they can to complete the task
3. Expected level of communication with other team members:
 - Be honest and trust the team, if you have made any mistake or are facing difficulties to reach your goal.
 - Constant communication with other members helps the team to bond and understand each other well, which will be beneficial to complete and make the project better.
4. Expected level of commitment to team decisions and tasks:
 - It is mandatory for every team member to meet their respective deadlines and reach out to both other group members or any other aid e.g TAs if experiencing difficulties completing their task.
 - All team members are expected to attend every meeting and contribute to all decision making and task completion.

CONSEQUENCES FOR FAILING TO FOLLOW PROCEDURES AND FULFILL EXPECTATIONS

Note that the team will be assigned a mark, rather than each individual.

In particular:

- Communication amongst team members is key.
- The team is expected to get their work done on time, even if that means individuals stepping outside their assigned roles.
- Build extra time into your plan, and have a back-up plan, so that you can deal with unexpected issues and still meet your deadlines.
 - Unexpected issues include illness of a team member, a team member dropping the course, a team member not completing their work, a team leader not submitting the work, etc.
- Ensure that you document which team member(s) completed each piece of your deliverables.

Inform your Project TA immediately if your team is encountering difficulties.

Exceptions to the team mark will be given only if you can demonstrate that, despite having a reasonable contingency plan, a submission was incomplete or late. All exceptions must be approved by the Project TA and an Instructor.

1. Describe, as a team, how you would handle **infractions** of any of the obligations of this team contract:
 - poor time keeping (late arrival, early leaving, not turning up)
 - poor communication (late responses to emails, no response)
 - poor quality work

-By trying to help them out in any way we can in case they misunderstood the material

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

Report the individual to the project TA or the professor.

ECOR 1042 Team Contract Confirmation

CONFIRMATION

By signing this form, you are confirming that you participated in the preparation of the team contract and that you will abide by its terms; specifically:

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

Date: __03/08/2022_____

cuLearn Team Identifier	T143		
Optional Fun Team Name			
Team Members	Student Number	First Name	Last Name
1 (Dept. Leader)	101241887	Uchenna	Obikwelu
2	101201546	Stephen	Bolo
3	101249411	Samuel	Majok
4	101233115	Anusha	Jain

If any of your team members are missing, the team should reach out to them via Brightspace's email utility. If the student has joined the Discord server, please also contact the student through that channel.