SYSC3010 Team Contract0F[[1]](#footnote-0)

The team contract is to be completed electronically, except for the final page. Each member of the team will individually submit (the same version) of the completed team contract on CULearn, to ensure that each member has ownership of the electronic version for later reference.

The final page is to be printed, signed and handed in. The act of physically signing is meant to reinforce the notion that the ideas expressed within the contract will be held as being acceptable to you - you should actively participate in its writing.

**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**. 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 CONTRACT**

|  |  |  |
| --- | --- | --- |
| Lab Section (e.g L1) | Laboratory Section #1 (Wednesdays) | |
| Team Name \*\* | W2 | |
| Team Members | First Name | Last Name |
| 1 | Brannon | Chan |
| 2 | Denise | Mayo |
| 3 | Erdem | Yanikomeroglu |
| 4 | Zach | Porter |

\*\* Use the CULearn group name that was assigned to you by the TA (day followed by number).

# Team Procedures

1. Day, time, and place for regular **team meetings** (in addition to regularly scheduled labs):
2. Mondays, 6-8PM EST
3. Saturdays at the discretion of the team based on availability.
4. Preferred method of **communication** (e.g. email, cell phone, Facebook, Messenger, face-to-face, during a shared class) in order to discuss the project and to inform each other of team meetings, announcements, updates, reminders, problems:

*In SYSC3010: Must be Slack - Casual/non-formal communications to be completed in FB messenger.*

1. If we cannot come to a meeting, we must give notice over Slack 24 hours in advance (or as soon as we know in emergency cases). Valid reasons include: doctors appointments, debilitating sickness, personal emergency, work.
2. 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?):
3. We shall set goals for what to accomplish every week. This will be set forth in a Google Doc/Google Sheet and posted in the Slack. This agenda is collaborative and flexible depending on what contributions can/need to be submitted by every member every week.
4. 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?):
5. We shall keep a group timesheet in addition to individual timesheets. This will be approximated to the closest 30 minutes and will include who has put time in, how much time, and what specifically they were working on.

# Team Expectations

## Work Quality

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

Group members are expected to:

1. Collaborate with other members such that all members approve of the strategies, timelines and implementation of all parts of the project.
2. Respect the voices and work of others, and offer constructive criticism to other members.
3. Strategies to fulfill these standards
4. ALL project elements are to be double checked, once by the author of the material, and second by another team member to ensure acceptable work quality.
5. Project elements with finite deadlines are to be completed to the satisfaction of ALL 4 team members 24 hours before the actual deadline.

## Team Participation

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

Staying in close communication and informing teammates on project progress

Paying attention to timesheets of teammates and meeting minutes

1. Strategies for encouraging/including ideas from all team members (team maintenance):
2. We will make sure to consult each team member before a major decision is made
3. We will make space at the end of every topic of conversation to ensure all members have had a chance to speak on the topic.

i.e. “We’re moving on, does anyone have anything else to add? Going once, twice, let’s move on.”

1. Strategies for keeping on task (task maintenance):
2. Encourage productivity by telling team members who seem to be slipping in attention to get back to work, although in a respectful manner
3. Preferences for leadership (informal, formal, individual, shared):
4. Shared leadership. We shall each take leadership in our area of expertise.

# Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
2. Team members are expected to arrive on time for class, labs and all team meetings unless there is a valid reason for missing. Valid reasons will be determined at the discretion of the team.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines
2. Each individual is responsible for completing their assigned tasks within the expected agreed upon timeline.
3. If a task is taking longer than expected, communicate with team for help or to extend deadline if possible.
4. Expected level of communication with other team members
5. Keep team updated on progress during weekly meetings, and through slack.

1. Expected level of commitment to team decisions and tasks
2. Each person should be responsible for their own task assigned either by the professor or other team members.
3. All assigned tasks must be completed by the expected deadline.

# Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:
2. poor time keeping (late arrival, early leaving, not turning up)
3. poor communication (late responses to emails, no response)
4. poor quality work
   * We will determine a demerit system for infractions. Not all infractions are of the same magnitude or impact and will be awarded demerits according to the overall impact on team cohesiveness, productivity and ability to meet team deadlines.
   * Failure to follow guidelines will result in demerits against one person as determined at the discretion of the other 3 team members.
5. Describe what your team will do **if the infractions continue**:
6. We shall first attempt to resolve it in ourselves by addressing the issue with the group. Both sides of the story must be heard before consequences are decided.
7. consequences may include: running the unit tests for the week, proof-reading all written work, buying the team coffee, etc.
8. If it cannot be resolved within ourselves, we will take it to a TA.
9. If a TA cannot solve the issue, we shall take it to the professor.

SYSC3010 Team Contract

*\*\* This single page is to be printed and handed in\*\**

# 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:

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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Lab Section | Laboratory Section #1 (Wednesdays) | | |
| Team Name | W2 | | |
| Member | Name | Signature | Date |
| 1 |  |  | 16/9/19 |
| 2 |  |  | 16/9/19 |
| 3 |  |  | 16/9/19 |
| 4 |  |  | 16/9/19 |

1. Credit goes to the instructors of GNG1103, University of Ottawa, 2018. They in turn gave credit as follows: This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc [↑](#footnote-ref-0)