ECOR 1042 Team Contract[[1]](#footnote-2)

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:**

Tuesdays at 4:00 pm every week through Discord voice channels. Duration not fixed.

1. 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:

Preferred method of communication is discord. Currently there is a discord server for the group. Announcements and important information should use Discord @ system to notify everyone of urgent issues.

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

By consensus, everyone must be in agreement.

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?):

*In ECOR-1042: The team leader is responsible for setting the agenda and for moderating the team meetings. Consequently, the team leader should complete this question (using your team’s preferred decision-making policy)*

Team leader (Yusuf) will take note of all meeting times and will remind the team 30 min before every meeting on discord. Track record of meetings will be kept in a specific channel on Discord.

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?):

A dedicated channel in the discord server was created to keep track of important information.

# 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 |
| Bradley Taylor | 100 |
| Yusuf Ibrahim | 100 |
| Sophia Verma | 100 |
| Jasmine Wong | 90~100 |

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

To achieve these grade goals, our team will peer review and collaborate to ensure the work submitted is of quality that meets standards and expectations from all members.

## Team Participation

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

Reminders before meetings, support and encouragement when needed, easy form of communication. Proper discussion and confirmed comprehensions of any decisions made within the group (division of work, responsibilities, expected work outcomes, expected deadlines)

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

Weekly meetings will take place for brain storming and discord chat will be checked all the time for new ideas after the meeting. Asking everyone/ giving the opportunities to everyone to share during meetings.

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

Periodically checking up on the work of others and asking how their work is going.

1. Your group has an assigned leader, but everyone can exhibit *leadership*. Preferences for leadership (informal, formal, individual, shared):

Proactive and informal.

# Personal Accountability

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

Attending agreed upon and planned meetings unless specifically informed before hand of unavailability. Responsibility to ask and be informed of any decisions that occurred in missed meetings.

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

Full responsibility of completing agreed upon work loads by the agreed deadline.

1. Expected level of communication with other team members:

Inform others of any important information that will affect work through discord. Use the ping system for time sensitive developments.

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

Everyone should have the ability to have input into the outcome and give the level of commitment expected from the rest of the team.

# 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:

Give a warning and ask what were the reasons or events that lead to the infraction. Ensure that the teammate has a plan to handle these events and ensure that the infraction will not happen again.

* poor time keeping (late arrival, early leaving, not turning up)
* poor communication (late responses to emails, no response)
* poor quality work

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

If infractions continue, the team is at liberty to contact the TA if the team member in question is unable to respond in a timely manner. Removal of name from corresponding submissions.

**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:

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.*

Date: 08/15/22

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| --- | --- | --- | --- |
| cuLearn Team Identifier | T-40 | | |
| Optional Fun Team Name |  | | |
| Team Members | Student Number | First Name | Last Name |
| 1 dept. Lead | 101231208 | Yusuf | Ibrahim |
| 2 | 101240501 | Jasmine | Wong |
| 3 | 101224612 | Sophia | Verma |
| 4 | 101228342 | Bradley | Taylor |

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.

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-2)