

TEAM CONTRACT – IAT 235, Final Project

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 be 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.

This team contract is based on the team contract used in IAT 333, Interaction Design Methods, which itself is based on a contract from the University of Arizona, Math department.

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

Submit to WebCT

Make your contract as specific as possible: Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and **submit a printed copy of your finalized contract in the labs, next week. *Rename this team contract to include team members’ last names and lab and submit to WebCT.***

Team issues

If you find that your team is not working as well as you had hoped, call a team meeting immediately to discuss and resolve the challenges your team is facing; **do not delay**. Seek guidance from your TA or instructor to resolve any conflicts so that you will have the most positive team experience possible.

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IAT 235, Lab Section # _D100_

Team Members (print full names)	student #	main contact info (as defined under Team Procedures)
1) Ahmed Jozi	301155808	778 859 5992
2) Sim Brar		
3) Baldwin Wu	301150699	7788811555

Team Procedures

1. Methods of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, instant message, face-to-face, in a certain class) in order to make decisions, and to share commonly used documents.

Our main method of distance communication is through Facebook. Face-to-face is preferred so we can ensure everyone is on the same page and that the message is received as intended.

2. Methods of **sharing documents** (e.g., e-mail, online-collaboration tools, thumb drives, on paper through a dropbox or in a certain class)

We will mostly communicate face to face, especially when discussing ideas, because it's more effective than discussing online, where an individual can express his opinion easily and receives feedback in a faster way. We will communicate online via facebook, texting, and maybe Skype when discussing minor tasks, and will share our work via dropbox and emails maybe.

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

Whenever someone has an idea, he must come up with valid reasons to defend it if others do not agree with him. Voting is the typical solution, and asking the TA or prof is even better.

Team Expectations

Team Participation

This is an important part: how do you make sure the collaboration works, even if team members possibly have different skills and skill levels, or different ideas about where the project should be going.

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

Face to face meetings are essential when working on any projects, because they act as a pushing factor in making everyone working harder and avoid slacking off. We will also set a deadline for each task, where the assigned person can ask for help if he has difficulties before it is too late. As a result, it is important to know each one's skills before starting the project.

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

Face to face meetings will make it easier to give a feedback in a positive way that encourages the person to think in a better solution instead of feeling biased by his peers. Rejecting weak ideas should be done properly, because it is likely everyone will suggest weak ideas that sometimes can be improved or give a hint to something innovative.

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:

First, we will remind ourselves of the importance of this project and will discuss the infraction in an effective and positive way. Then we will remind the person who does not fulfill the project expectations of this contract and the consequences in breaking its rules.

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

We will remind him of the importance of the project again, and the warnings that we gave him before, then we will simply tell the TA or Prof about the problem, and they will take care of him! If this does not work, then we will ask him politely to leave the team.

Signatures

- 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.*

1) _____ Date_____

2) _____ Date_____

3) _____ Date_____