

Team Contract Final

Foundations

With this information recorded, look over all of it as a team and respond to the following (**the main highlights of your responses DO need to be included in your contract**):

- We will meet on Thursdays after class. Some weeks this may differ do to our changing schedules, but we are okay with filling those who couldn't make it in on what decisions were made and what topics were discussed.
- We believe we have a strong team as we all have backgrounds in business and management classes. We are good communicators, and are willing to separate and pick up slack as needed. One of our main weaknesses is that we are all busy people with work and other extracurricular activities. It may be hard to all be present at a meeting, and not have time constraints.
 - We have team members who are great at public speaking, as well as someone who has experience with editing videos.
- We think that we all have a common goal of striving for the best grade we can possibly get. It seems as though we are all very interested in the topic, and are excited to be working on a team that closely resembles that of a traditional work environment. However, as mentioned in the previous bullet, we are incredibly busy. This may be a cause for future conflicts.

Team Purpose

Our main goal is to do the best that we can with our assigned projects . This means, that with our current team, we believe we can achieve 'A' quality work in the projects we do together. We have a common goal of learning how to be a good team member, and how to use every team members strengths in order to create the greatest final product that we possibly can. Also, we hope that we can each learn as many major takeaways from this class as possible, and use them in any future group work that we encounter.

Guiding Principles

- * We will produce work that will be impactful for our future endeavors in group projects, as well as inspiring other committees
- * We will work together in a kind, respectful way, even when we disagree
- * We will encourage contributions, and value the opinions of each member of our group, as well as our other classmates
- * We will do our best to make this a fun experience, and grow as a group

Dividing the Teamwork: Group Roles

1. **Project Lead:** Oversee the timely and satisfactory completion of his/her project.
 - Responsibilities:
 - Hold the team accountable for the timeline of the project to make sure it is completed on time
 - Ensure that the work for the project has been delegated and that each team member's part is being completed
 - Facilitate the decisions and discussions for the project.
 - Attend emergency meetings for their respective project
 - Role Assignments:
 - Thingamajig Project - Max
 - Feedback Committee - Alyx
 - Workshops Round 1 - Austin
 - Instructional Video - Sean
 - Workshops Round 2 - Haley
 - Team Feedback Portfolio - All of us
2. **Meeting Facilitator:** Set agendas for, and run the team meetings.
 - Responsibilities:
 - Coordinate with other team members (and different role) to set the meeting agenda accordingly
 - Send out meeting reminders and send agendas out at least 24 hours before meetings.
 - Keep the meeting discussion on track, and encourage participation from all group members.
 - Organize details of the meeting
 - Including but not limited to: location, refreshments, resources
 - Organize and coordinate emergency meetings if necessary
 - Role Assignments:
 - Alyx Martin
3. **Scribe/Record Keeper :** Keep written and accessible record of out team progress
 - Responsibilities:
 - Keep track of meeting minutes and make them accessible to the rest of the group within 24 hours of the meeting.
 - Record details of the meeting including:
 - Location, attendance, date, time, meeting highlights and decisions, status of action items and assignments
 - Attend emergency meetings for their respective projects
 - Role Assignments:
 - Austin

4. **Liaison/Ambassador:** Represent our team to other teams and to the professor.

- Responsibilities:
 - Relay information to and from external stakeholders
 - Set up and maintain a way for others to contact our team (EX: TEAM EMAIL)
- Role Assignments:
 - Max

5. **Quality Control Manager:** Ensure that the work that we submit is of the highest quality. There will be two per main project unless otherwise stated.

- Responsibilities:
 - Submit finalized work
 - Establish a quality control process
 - Ensure that the team understands and follows the process
 - Works with Project Lead to ensure the internal deadlines allow for time to complete the quality control process.
- Role Assignments:
 - Feedback Committee - Sean and Max
 - Workshops Round 1 - Max and Alyx
 - Instructional Video - Austin and Haley
 - Workshops Round 2 - Sean and Austin
 - Team Feedback Portfolio - All of us

6. **Expectations of Team members not occupying a particular role at any given time.**

- Preparation for meetings:
 - Ensure all additional materials have been reviewed prior to meetings
 - For larger projects have any work that was completed previously
- Participation:
 - Hold ourselves to the same standards that we do for our class participation records
- Complete assigned action items:
 - Make sure that all delegated tasks from the previous meeting are completed by the due date/time set by the group. This could be at the start of a meeting or a predetermined time so the Quality Control Manager can review the assignment before it is submitted.
- Support efforts of other team members
 - Ensure that we acknowledge each members input, and idea. We will be respectful when sharing ideas, and not leave someone feeling out.
- Be respectful of the fact that the other team members put time into preparing for their particular role
- Be honest about your personal level of engagement at the start of the meeting.

- Everyone has an off day, and we will be more productive with less miscommunication if each team member is straight forward about their mental willingness to participate.

7. Other Roles:

- **Main Participants:** Team members assisting the Lead in any particular project.
 - Responsibilities:
 - There will be two main participants per project and they, along with the Lead, will be responsible for making sure the project is completed with enough time for the Quality Control Managers to look over, and submit the assignment.
 - Role Assignments:
 - Feedback Committee - Haley, Austin
 - Workshops Round 1 - Haley, Sean
 - Instructional Video - Max, Alyx
 - Workshops Round 2 - Max, Alyx
 - Team Feedback Portfolio - All of us

Dividing the Task: The Division of Labor

We will divide the amount of work based on a combination of past participation within projects, free time, and by a volunteer basis. In addition, we have a general idea of who can perform each role, but nothing is set until work on the project begins.

We will all play a part in each project. However, we will have one Lead, two Main Participants and two Quality Control Managers for each project. This means three of us will be primarily involved, and the other two will oversee in the end to ensure that we met all requirements, and have quality work. They will also be responsible for submitting the assignment.

These roles will rotate so that we all put equal amounts of effort in by the end of the quarter. We will divide the work so that each person feels they have a fair load. The amount of work that each member has will depend on the project, and what role they decide to take on. We believe that communication is key when it comes to making changes within our projects/work. We won't make changes without asking the group first, and making sure that we all agree on these changes.

Developing a Team Plan

Task List by Project

Workshop #1: Austin

- Plan out overall Workshop structure and activities.
- Email Dead Parrot Society for involvement in Workshop.
- Contact CFC and give them plan?
- Create Powerpoint that guides or closes the workshop.
- Have a group understanding and preparedness for Workshop.
- Review project info/requirements.
- Complete project.

Instructional Video: Sean

- As a team view the instructional video link within canvas for a better understanding of project requirements.
- Plan out our topic and video idea.
- Assign duties or sections for each member to work on.
- Reconvene at a future team meeting to go over each section.
- Add sections together using video editing tools
- Correct any errors
- Review project instructions/requirements to ensure nothing was missed.
- Complete video.

Workshops 2: Haley

- Plan out overall Workshop structure and activities
- Construct an informational powerpoint that guides the workshop.
- Contact other committees if needed.
- Review project instructions/requirements to ensure nothing was missed.
- Complete workshop activity.

Team Growth Portfolio: Max

- In a team meeting prior to the assignment, we will discuss what our areas of growth and areas of improvement are.
- Create an outline on google docs separated by sections based from the project instructions.
- Begin to fill out each section accordingly with our areas of personal growth and improvement.
- Since this project is quite time and labor intensive we will meet periodically at least two weeks from the project due date to ensure all sections are adequately completed and error free.
- Review project info/requirements
- Complete portfolio.

Feedback Committee: Alyx

- Create a spreadsheet with the class roster to prepare for evaluations
- Meet two class days prior to collecting the evaluations to discuss any questions the committee has and prep to address the class.
- The first round of evaluations will be collected and we will meet as a group that day after class.
- At the meeting everyone participating in that round of evaluations will do a set together so we are all on the same page.
 - This is in terms of what we are looking for and how heavily weighted we are considering each part of the rubric.
- Someone will be inputting our information into a spreadsheet provided by Alyx so we can keep track of the students projects for the second round of evaluations.
 - This will be either a main participant or Alyx.
- Any evaluations that are not completed will be split up evenly and taken home to be finished by Wednesday afternoon.
- Once the evaluations are finished Quality Control Managers will receive and review all evaluations as well as double check that the spreadsheet is updated and correct.
- Pass back evaluations per Jason's standards.

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17 Thingamajig Contract Committee Intros	18	19 Sample Feedback Lecture Consultation w/ class	20	21
22	23	24 Team Contract Revision Team Debrief Role Play Plan out WS#1 details	25 Finalize WS#1 Powerpoint Group Understanding of Workshop Communication with DPS Contact CFC about WS plan	26 Workshop #1 Dead Parrot Society Involvement	27	28

29	30	Highlighted = DUE Highlighted =Don't Forget
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May

Sun day	Monday	Tuesday	Wednesd ay	Thursday	Friday	Sat urd ay
		1 Participation Records Workshops	2	3 Team meeting - FEC prep Workshops	4	5
6	7	8 Address the Class - FEC Intra-team feedback #1 (Collect Feedback)	9	10 Team Action Plan Feedback #1 Due 12 Angry Men Team meeting -FEC evals	11	12
13	14	15 Instructional Video	16	17	18	19
20	21	22 NO CLASS	23	24 Workshops #2	25	26
27	28	29 Workshops #2	30	31 Workshops #2		

June

Sund ay	Mond ay	Tuesday	Wednesd ay	Thursday	Friday	Satur day
					1	2
3	4	5 Participation Records	6	7 Intra-team feedback #2 Collect Feedback Team Growth Portfolio	8	9

10	11	12 Feedback #2 Due Final Committee Evals	13	14	15	16
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Meeting Management

Frequency:

We will meet once a week on Thursdays immediately after class. We plan to meet every week, unless otherwise stated. The Meeting Facilitator for the particular project that requires emergency meetings will be in charge of scheduling and coordinating them. We need to make sure that the lead and main participants are at these meetings. Quality Control Managers are not required to attend.

Scheduling & Location:

Classrooms/conference rooms in Parks Hall. Depending on space and time needed to complete the project. Each person knows what projects they are scheduled to be a part of/oversee. Meetings will be from 2pm to 4pm on Thursdays. Depending on what we are meeting for, a week in advance.

Attendance:

We do not require our teammates to attend and we'll be sure to fill each person in on what they missed. **If you are a Lead or Main Participant attendance is mandatory.** Quality Control Managers are not required to attend meetings. Notify the group as soon as possible. Preferably the day before at the latest. If someone misses a meeting they are responsible for figuring out what they missed. Depending on the role that they play for that specific project they may also need to catch up on their individual work. We should all show up, unless we have a credible excuse. But, we expect each person who misses to reach out and get up to date on what was missed.

Attitude:

Everyone should maintain a positive attitude and be willing to help when needed, and be open to each person's input and ideas. Be open with communication, and listen to feedback. We should also work on practicing the things we are studying in class on how to be a good teammate. We will encourage each other throughout the quarter by having regular check-ins twice a week on how everyone is doing and helping out anyone in the group who needs guidance.

Communication: We should each be vocal about any ideas we have. We should communicate in a kind and respectful manner. We will use texting as our main form of communication outside of class. To try and communicate more functionally, we will attempt to convert all electronic communication to our slack channel sometime by week 4. We will have weekly check ins for how we feel our communication is working at the start of our meetings on Thursdays. We will actively make suggestions during meetings if there is any needs for improvement or change.

Decision-making: We will make decisions once each group member's opinion is heard. We will come to unanimity for any decision, but will take a vote and go with whatever idea has the greatest amount of votes. If someone has missed a meeting, we will fill them in on what decision was made and they will not have a vote. If they disagree with the decision, a vote will be put into order for all group members via in person or over text.

Chairing/facilitating: We will be responsible for planning a meeting if we are the leader for the project that is being discussed. The lead will need to contact the meeting facilitator to schedule accordingly. We will have an agenda for what decisions need to be made, and what needs to be accomplished during that meeting made by the team throughout the week leading up to our Thursday meetings. This list will remain with the Meeting Facilitator.

Meeting Preparation: Each person should come to the meeting with understanding of what we are going to discuss. Each team member should keep up on outside reading and homework for the class. The time each member spends per week look on their work shall depend on his or her role in that weeks project. We want the quality of work to be as high as possible. We are each shooting for an A.

Conflict management: Conflicts will be discussed as a group so we are each on the same page and aware of conflicts arising within our group. It is our goal to work together as best as we possibly can throughout the quarter. We will resolve conflicts as a team and evaluate each other throughout the quarter.

Accountability Processes

Criteria 1 (group as a whole):

- 1) We expect the group to adhere to our expectations that are laid out in the contract.
- 2) We will create the best quality as a team.
- 3) We will strive for FUN as a main driver for our group.

Criteria 2 (individually):

- 1) We shall each fulfill each of our rolls, and be responsible for the projects that we are deemed as Lead on.
- 2) We will reply when communicated to by text message within a timely manner, preferably by the end of the day.
- 3) We will stay up to date on all individual homework assignments.
- 4) We shall all maintain good attitudes, and respect for each other.
- 5) We should all meet our attendance standards.

Rewards and punishments

We will all distribute grades equally. If we believe someone is not meeting the quality of work that we come to expect for a project, we will assign them more responsibility within each project. We will make these decisions in team meetings, and if someone feels the need to reduce someone's grade, we will take a vote. This will be an unlikely situation, and we will make sure as a group to clearly inform someone that they need to contribute more before voting on a grade change. We will bring attention to this topic in our weekly meetings when we discuss our feedback with one another. If this does not work, we will ask to have a 3rd party involved to come to a consensus. We will give second chances and room for redemption as we recognize that we are all busy with work, clubs, etc. If we fall short of expectations, we will discuss how to improve as a group in the future.

Follow-Up

We will revise the contract together after we get feedback from our draft. After this, if someone would like to amend the contract, we will do so as a group. We will amend the contract as a group and vote on any changes that are made.

Member Names and Signatures

Alyx Martin

Haley Basim

Austin Harper

Max

Sean Teraoka

What We Changed

- We made significant changes to the later half of our contract.
- For our project plans we made bulleted lists to break down the different parts of our project.
- We added the larger steps to our team calendar.
- Changed our wording and phrasing to limit misinterpretation amongst our team.
- We tried to be as specific as possible.