

ENGL203 W2012 Team Contract¹ — Phase 2

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a copy of your finalized contract to me by Tuesday, February 28th.

Your team contract template is divided into three major sections:

1. team procedures;
2. expectations; and
3. protocols for resolving conflicts.

The more specifically you describe these procedures, expectations, and protocols, the greater chance you have for a successful experience. These will increase individual accountability for tasks, and reduce the possibility of conflict.

Therefore, make your contract as specific as possible:

- specify each task in detail;
- specify each step in a procedure or process in detail;
- specify the exact person(s) responsible for each task; and
- specify the exact time and place for completion or submission of each task.

<p>Team Letter / Number:</p> <hr/>
<p>Team Members [PLEASE PRINT]:</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p>

Once your team contract has been developed, your team is ready to begin work. However, *you may soon find that your team is not working as well as you had hoped*. This is normal, but it needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as you should be, 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 me to resolve any conflicts, so that you have the most positive team experience possible.

¹ Modified from Dr. Wielke De Boer, University of Arizona; and from Dr. Leslie Reid, University of Calgary.

Team Procedures

1. Day, time, and place for regular **team meetings**:

2. Preferred method of **communication** (e.g. e-mail, mobile phone, land line, IM, Facebook, face-to-face, in labs) to inform each other of team meetings, updates, reminders, and problems:

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

4. Method for setting and following meeting **agendas**:
 - 4.1. *Who* will set each agenda?
 - 4.2. *When*?
 - 4.3. *How* will team members be notified/reminded?
 - 4.4. *Who* will be responsible for the team following the agenda during a team meeting?
 - 4.5. *What* will be done to keep the team on track during a meeting?

Team Expectations

Work Quality

5. **Project standards** (*What* grade are you aiming for?):

6. **Strategies** to fulfill these standards (*How* will you earn this grade?):

Team Participation

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

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

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

10. Preferences for leadership (informal, formal, individual, shared):

Personal Accountability

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

12. Expected individual responsibility for fulfilling team assignments, timelines, and deadlines:

13. Expected level of communication with other team members:

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

Consequences for Failing to Follow Procedures and Fulfill Expectations*

15. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

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

* Please note that I (Dr. Ulyot) am available to help groups deal with working through challenges after your group has made attempts to work through these challenges. The steps laid out above should clearly outline your internal group protocol for conflict resolution.

By signing below, I certify that:

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

A. _____ Date: _____

B. _____ Date: _____

C. _____ Date: _____

D. _____ Date: _____

E. _____ Date: _____