

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 # D102

Team Members (print full names)	student #	main contact info (as defined under Team Procedures)
1) Danny Blackstock	301162355	dblackst@sfu.ca
2) Justin Poon	301168836	jhpoon@sfu.ca
3) Andrew Tso	301161107	atso@sfu.ca

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.

We have exchanged **Skype** (main), Facebook, emails, and cell phone numbers. We will get back to each other within 8 hours.

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 use USB drives, Dropbox, Skype, and email.

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

Majority vote.

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:
We will each do as much as we can, applying our skills in the areas we know best. We will keep in contact as much as possible to ensure each of us are not overloaded, and help each other if we do become over encumbered.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
We will all submit ideas to the group and vote on which ones we like best.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:
If someone infracts, they must buy the other team members any meal from the food court for lunch.
2. Describe what your team will do **if the infractions continue**:
They must pay for another meal from the food court, and they must cover printing costs for the rest of the term.

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 _____