Team Contract Overview

Each team is required to submit a team contract where you agree on how you are going to work together on your consulting project. This is a binding agreement where you articulate your rules of engagement, how you share responsibility, and hold everyone accountable to their roles.

A sample team contract has been added below, but you must write together your own agreement, whether based on the sample contract or customized to your own preference. The contract, however, must have the following items at minimum:

- Team contract must be submitted on time and signed by all team members.
- The document should reflect team identity, showing team name, logo, etc.
- Each team member must be assigned a clear role and carry their fair share of responsibility.
- The contract must include clear rules and agreements on the following items:
  - Frequency and means of communication
  - Decision making and conflict management
  - Commitment to work quality
  - Commitment to deadlines
  - Unified team goal(s)
  - How to hold everyone accountable

To know that you have a good contract, think of different situations and circumstances. For example, would your contract guide you on how to face a challenge as a team? Does it help you resolve a conflict? Does it allow you to report underperformance? Please do reward good performance too

Team Contract for Team <mark>XXXXXXX</mark>

Team Members:

These are the terms of team conduct and cooperation that we agree on as a cohesive unit. This contract will be reviewed at the beginning of each phase as a reminder of the expectations we have set as a team.

Meetings:

Our standing Zoom meeting time is every xxxxxxxxxxxxxx. The first meeting of the month will be held in person at an agreeable location. Other meetings will be scheduled at an agreeable time for all parties.

We will appoint a team administrator, who will be responsible for creating and sharing the agenda to guide each meeting, as well as taking notes to share with the team following the meeting. Electronic meetings will be held as long as the pandemic and social distancing situation continues or if there is a conflict of schedule with team members on an as-needed basis. All team members will arrive/dial-in on time for each meeting.

If a team member is unable to attend the meeting for any reason, he/she will notify the rest of the team at least 4 hours prior to the scheduled meeting. If a team member is going to be late by 5 to 15 minutes, he/she will notify other team members through a text message/phone call/email as soon as possible. Should a team member miss a meeting, notes from the meeting will be shared.

Communication:

Preferred communication amongst team members will be electronic (Email, Whatsapp, Skype), using the contact information initially provided by each group member. Face-to-face meetings will take place as the group sees fit. Each team member will include the entire team on all email correspondence related to the project, unless otherwise discussed.

Individual Accountability:

At team meetings, individual task deliverables will be agreed upon by team members. Each team member will deliver the required work on time within acceptable quality standards. Team members are expected to attend all meetings and provide advanced notice if they are unable to attend (see above). If they cannot attend, any work due or ideas should be shared with the team via email prior to the meeting. Team members will use only academically acceptable resources and provide citation to the resources used. Each team member will be transparent in communicating any issues to the team rather than keeping the issues to himself/herself.

Group Participation:

Each team member is expected to actively participate in group work, discussions and decision making, considering the best interests of the team. If any team member is not participating in decision making or not contributing ideas, the rest of the team will encourage him/her to participate. If non-participation becomes an ongoing issue it will be brought to the attention of the individual and ways to resolve will be discussed.

The team will use Google Drive as the repository to put together group documents/assignments and work on it simultaneously. The team will share responsibility for final reports and presentations.

Team Building:

The team will dedicate one of their meetings every xxxxxx to build cohesion among team members and to ensure each team member feels comfortable with the rest of the group.

Team Roles:

The team has decided upon and assigned the following roles, which will remain in place for the duration of the project. Should someone wish to change/alter their role part way through the project, it must be discussed with and approved by the entire team. General descriptions of each role has been included here; however other tasks may be added to the roles as the project progresses.

- Company Liaison: acts as the primary point of contact for the company, compiles questions from the team to pass on to the company.
    - xxxxxxxxx
- School Liaison: handles all school project requirements to ensure all documentation is submitted to the school on time, handles any forms required to be submitted to the school.
    - xxxxxxxxx
- Conflict/Feedback/Debrief Manager: administers the post phase feedback survey, compiles the feedback, mitigates any conflict that arises within the group.
    - xxxxxxxx
- Team Administrator: sets meeting times, takes meeting minutes, organizes the administrative needs of team.
    - xxxxxxxxxxxxx
- Editor/Story Creator: proofs the final submission of every phase, curates the story that follows throughout the entire project.
    - xxxxxxxxxxxxx
- Project Manager: drafts a project plan, ensures the team is following the project plan, follows-up with team members to ensure deadlines are being met, etc.
    - xxxxxxxxxxxxx
- Lone Dissenter (IF APPLICABLE): challenges the group's assumptions and notions
    - Xxxxxxxxxxxxx
    - Please not that not all situations need a challenge!

Decision Making & Conflict Management:

The team will strive to gain consensus on all issues/opinions related to matters discussed within the team. Should an individual team member disagree with the majority, such team member(s) will share their viewpoints for a team discussion so that an individual team member's concerns are addressed. If 2 team members out of 7 disagree with any opinion, team will discuss the dissention and will try to remove the dissention internally. If dissention can't be removed, team will abide by the majority. The team has agreed that any dissention will be kept strictly to the project content and will not be personal in nature.

The team has assigned a conflict manager role to help resolve/mitigate any conflict that may arise. However, each team member is encouraged to attempt discuss the conflict with the individual before involving the conflict manager.

Group Feedback:

Following the completion of each phase, all team members will complete the pre-scripted 'Post Phase Feedback Survey'. Results of said survey will be compiled by the team administrator, sent to the team and will be discussed at the subsequent meeting. Any issues of concerns surrounding the feedback should be addressed at the meeting.

Final Grade Allocation:

The 'Post Phase Feedback Survey' includes a section on grade allocation. The grade allocation outcomes of these surveys will determine the final grade allocation of each team member.

Deadlines:

Project/Phase deadlines will be discussed amongst the group to come to an agreeable consensus of a due date. Once these deadlines are set, it is expected that each team member agrees to them and will work towards having their work completed and shared with the team by the set deadline.

If a team member believes that his/her deliverable may not be completed on time, it is expected that he/she will raise the issue with the team immediately so that the work can be addressed and help assigned. Team will strive to have an internal deadline as **2 weeks** prior to the deadline given by xxxxxxxxxxxx to accommodate unexpected events. The team will work together to complete the final deliverable before the internal deadline.

Work Quality:

Individual team members will be accountable for accuracy and quality of their assigned deliverable, with peer editing prior to the project deliverable. Each deliverable will be

checked for grammar, accuracy, relevance, non-duplication, and overall quality by two members or the entire team as agreed in meetings. The team shall always aim for perfection in all deliverables.

Team Goal:

Our primary goal as a team is to produce a high quality product for our client. Secondary to that is that we use this experience to learn from the strengths that one another brings to the team.

As a team we are aiming for a minimum final grade of 'A-' on the project; hence quality of work should reflect such grade.

Declaration:

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. Failure to do so may result in the removal from the group.

Name: Date:

xxxxxxxxxxx
(type your name and date if in agreement with the abovementioned terms)