

IAT-235: P04 Team Contract

This team agreement must be reviewed by the teaching team and signed by all parties next week. (You can complete this electronically, but hard copies must be printed and signed.)

Team Name: Cuddle Fish

Section: D101

List of Team Members & Contact Information:

Full Name	Email Address	Phone
Tabitha Bruins	tbruins@sfu.ca	403-966-5473
Gillian Ramsay	gramsay@sfu.ca	604-999-2349
Noah Burkholder	email	phone #

Team Guidelines & Code of Cooperation (List the attitudes, behaviours & actions that can help your team build trust and support effective communication. This is an agreement about how team members will treat each other, address problems and resolve conflicts.)

1. Every member is responsible for the team's progress and success.
2. Every member is responsible for attending classes and team meetings on time.
3. Every member is responsible for conceptualization and development of the project.

Expectations Agreement

1. **Communication: Team Email/Messaging Response Rule** (What is the preferred mode of electronic communication? What is the maximum delay for responding to email/messages from team members? Where will team documents be shared and stored?)

Primary mode of communication will be Facebook with a 24hr response time limit. Documents will be saved on Google drive and everyone needs to declare when they'll be pushing and pulling documents for edits to prevent overlap.

2. **Time Management: Weekly Meeting Schedule** (Review your individual schedules. List the days and times and places most appropriate for team meetings outside of class over the next 4 weeks.)

3. **Other Collective Responsibilities** (What does the team expect every team member to do?)

4. Individual Members' Roles, Responsibilities, and Contributions

(After reading the team project instructions and project deliverables, each team member should reflect on his or her skill set. Consider what skills team members can contribute to the team (writing, photography, project management, leadership, technical, artistic).

Team Conflict Agreement

If a team member repeatedly fails to meet the ground rules set by the team, other members of the team are expected to take the following actions:

Step 1. Benefit of the Doubt: Contact the team member (in a f2f meeting or a professional email) and respectfully express the team's concerns. Be specific about the concerns by referring to the Team Agreement Contract. Inquire into the circumstances surrounding the team member's behaviour and request a specific and detailed response within 48 hours.

Step 2. Request Instructor Support: If the issue is not resolved to the satisfaction of the team, appoint one team member to contact the instructor and TA. Clearly state the problem, and outline what has been done to address and solve the conflict (in step 1). The teaching team will contact the member and further inquire into the situation.

If the issue is not resolved quickly

Step 3. The team will meet with the teaching team and prepare a Request for Removal.

Team members will outline the problem, detailing the requirements not met and outline their attempts at resolving the conflict prior to the request for removal.

If group members do not fulfill their obligations to the team, such members can be removed from the team by the course instructor. In the unusual event that there are problems with all team members, the entire team may be disbanded by the instructor. In the event that an individual(s) is removed from the team, they will be expected to continue the project on their own with no extensions. This same course of action will be followed if an entire team needs to be disbanded.

IAT-235: P03 Team Contract

As team members for IAT-235's Project 3, we understand that by signing this document we are agreeing to attend all scheduled team meetings (in and outside of class time), meet all deliverable deadlines, and keep in regular contact with our team. In particular, if my team members are expecting hard copies or electronic files of my individual work at team meetings, I will ensure that I provide them on schedule.

We also understand that if group members do not fulfill their obligations to the team, such members can be removed from the team by the course instructor. In the event that an individual is removed from the team, that individual will be expected to complete the project on their own with no extensions.

In the event of any team-related problems, that cannot be resolved within the team, we agree to arrange a face-to-face meeting with Andrew Hawryshkewich (course instructor).

We have signed and dated in the spaces below to indicate that we understand and agree with the terms set out above:

Team Name: Cuddle Fish

Team Member #1

Signature: _____
Print Name: _____
Date: _____

Team Member #2

Signature: _____
Print Name: _____
Date: _____

Team Member #3

Signature: _____
Print Name: _____
Date: _____

Instructor/TA initial: