TEAM CONTRACT

MGMT 2850, Section # ___5___ **Team Name _DU Sustainaility___**
Team Members:
1: Alex Barrett

2: Ryan Bell

3: Charles Black

4: Johnny Ortiz

Team Assets

Discuss and describe the particular assets each member of the team brings to the table. This could include KSA's – Specific KNOWLEDGE, Specific SKILLS, and ABILITIES.

After discussing the KSA's with the team members, it is evident that every member bring their own specific KSA to the table. This diversity will allow for a more well-rounded and complete project.

Ryan: Ryan is a Real-Estate and Finance minor. He is very good at statistical analysis, which will help greatly in our problem identification. He also is very innovative and throughout the first few meetings, he has come up with numerous ideas that would definitely work well for our project.

Charles: Charles is also a Real-Estate minor but is very creative and a great team-player. In group collaborations, he is always keeping the group morale high. Charles is also very sociable which will prove useful for our stakeholder identification and stakeholder connections that we obtain throughout the quarter.

Alex: Alex is a Business Information and Analytics major and a minor in leadership. Alex has lots of experience with these types of projects, as he is a member of the Pioneer Leadership Program. With a BIA major, he is good at analyzing data and statistics. Alex is also good at networking as he has a few connections for sustainability both abroad and in the area.

Johnny: Johnny is a Management major which will prove very useful in our endeavors. He is also a hard-worker and is a very good writer. This will prove useful throughout the quarter as we turn in our numerous deliverables.

Team Procedures

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

   We have identified our regular team meetings to be held at Marcus Commons: Wednesdays at 6 PM. We will regularly meet there to discuss our progress from the prior week.

2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

   We believe that email and texting via cell phones are the two most important forms of communication. Email isk useful for the business aspect, as it will be our primary way of contacting stakeholders throughout the quarter. It is also useful for turning in documents. The cell phone use will be primarily for intergroup communication.

3. **Decision-making policy.** What is your preferred and fall-back? (by consensus? by majority vote?):

   We all believe that mediation and communication with each other is the best way to resolve disputes as well as make important decisions. If mediation works we will try to negotiate and come up with a solution that benefits us all. If neither of these strategies work, we will employ a voting method which takes the majority decision.

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

   The team leader will set the agenda for each meeting, however it will be collaborative and the agenda can change. There will be weekly reminders set so that we can meet Wednesday evenings. After every meeting we would like to write a list of what we did that meeting and the goals for the week. The goals will help us stay on track, as we will have a predetermined list about what we need to talk about in the meeting.

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

   Ryan will oversee the recording and disseminating of minutes. Our primary method will be in google docs. This will also be where we will keep our goals and a checklist of what we have accomplished, updated weekly.

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

   We all have decided that we have high standards for this project. Team presentations will be practiced thoroughly, with professional dress attire. For collaborative writing assignments, we will use google docs as a method for tracking how much every person writes and a different person each week will be designated for combining everyone's writings. Individual research will be just that, individual. However, sources will be tracked via google docs. We will meet before the deliverance of a paper or anything of that nature to discuss the quality.

2. **Strategies** to fulfill these standards:

Weekly meetings as well as daily communication will be necessary to fulfill these standards. We also believe that since we are passionate about what we are doing with sustainability, that this will not be an issue.

Team Participation

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

We believe that the team leader should delegate the roles and responsibilities each week. However, communication is very important in this process and any concerns will be brought up with the team leader. The team leader will ensure tht everyone is happy with their roles, and everyone is contributing equally.

2. Strategies for encouraging/including ideas from <u>all</u> team members (team maintenance):

   Our team will employ positive reinforcement. No idea is a bad idea and any criticisms will only be in a constructive nature. If it is obvious that someone is not contributing, anyone will be able to ask that person for his ideas. However, this will not be a problem as already through week 2 it is evident that everyone contributes a lot to what we are intending to do.

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

   The team leader will be responsible for the group to stay on task. However, there is no time limits for the meetings so if we are to get off topic for a little bit there is not a problem. Furthermore, our system of keeping a checklist of goals for the meeting will be a great way for us to know how much we accomplished.

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

   We believe in a very informal type of leadership. We all possess the traits of leadership and just because one person is designated as "team leader", this does not mean that anyone else can step up and take the role of leader. It will be a very collaborative leadership environment.

<u>Personal Accountability</u>

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

   We expect that everyone attends each class as well as the team meetings. We also expect that everyone contributes at each team meeting, and punctuality is very important. We also understand that things will arise that will allow for an absent team member. However, if this occurs more than two times we may have to discuss this with the team member, or just change the weekly meetings to a different time to allow for full collaboration from the team.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

   We believe that everyone is responsible for a part of each assignment and their deadlines throughout the quarter. In each team meeting, we will delegate these out equally.

3. Expected level of communication with other team members:

   There is expected to be an abundance of communication throughout the quarter. This will be via email and cell phone and should occur on a daily level. This will allow for better coordination and an update on the responsibility of tasks.

4. Expected level of commitment to team decisions and tasks.

   There should be a 100% commitment to team decisions and tasks. Everyone is responsible for the outcome of this project and should not fall on one or two tea members.

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 there is an infraction of any obligations written in this team contract, we as a team will discuss it with the team meber. If repeated infractions occur we will bring it up with the professor which may result in a reduction of grades. The peer evaluations at the end of the quarter are also a great deterrent for any infractions.

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

   We will bring it up with the professor as well as evaluate truthfully on the CATME evaluations.

Overarching Principles of Engagement of the Team

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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.*
d) *I have reviewed the* ***Peer Evaluation Process*** *and understand the procedure and how I will be evaluated by my group members.*

1) _____date_____

2) _____date_____

3) _____date_____

4) _____date_____

5) _____date_____