

Interdisciplinary Capstone Design

Team Contract

Assignment Goal

To write an itemized list of agreement parameters for each of the project team members to negotiate and agree upon.

Learning Outcomes

As a result of completing this assignment, you should be able to:

- Clearly Outline ground rules and expectations for how each of the team members will work together to ensure success of the project.

Relevant ABET Learning Outcomes

1. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.

Rationale

Engineering projects are rarely done in isolation, but instead involve a team of people to accomplish the overall goals. This is a good thing, as team members can rely on each other for help, support, and accountability to help produce the best possible outcome. However, working with other team members also requires effort to maintain positive relationships which will be the most effective. As a starting point, it is helpful to establish basic ground rules and norms for the team to abide by.

Task

Working in your capstone team, you are assigned to write a detailed team contract which will apply throughout the duration of your project. The contract should be constructed to fit your team needs and preferences, and it should provide adequate detail to inform people of expectations and to provide a basis for evaluating teamwork and resolving differences.

The suggested approach for **writing** your team contract at the beginning of the project is to outline expected behaviors by the following categories:

- 1) Section 1: Team Name and Mission
 - What is your team name?
 - What is the mission of your team in 1-2 sentences?
- 2) Section 2: Membership
 - Who are the team members?
 - What consultants/mentors/instructional staff are associated with this team?
- 3) Section 3: Roles and Responsibilities
 - Who will be in charge of your budget?
 - Who will be the primary client contact?
 - Who will organize team meetings?
 - Who will be in charge of keeping team documentation?
 - What other roles are critical to team success?
 - How will roles be selected/assigned?
 - What are the key responsibilities associated with each role?
- 4) Section 4: Team Relationships
 - Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
 - Members will...
 - Members will NOT ...
- 5) Section 5: Joint Work

- 5a. Purposes of Joint Work
 - Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
 - Members will...
 - Members will NOT...
- 5b. Team Meetings
 - Team meetings are an important example of working together.
 - Where and when will the team meet?
 - What components are required in team meeting agendas?
 - How will meeting minutes be taken/circulated?
- 6) Section 6: Individual Work
 - Team members are expected to work alone in many cases to complete work important to the team.
 - How will work assignments be made?
 - How will quality expectations be established and verified?
 - How will due dates be established and verified?
 - How will status of work in progress be communicated?
- 7) Section 7: Documentation and Communication
 - The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
 - What individual documentation will be kept?
 - What team documentation will be kept?
 - What is the process for communicating with other team members?
 - What is the process of communicating with your client/outside stakeholders?
- 8) Section 8: Conflict Resolution
 - The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
 - What process will be used to address conflicts?
 - How will team dynamics be communicated to instructors/mentors?
- 9) Section 9: Amendments
 - Where will this team contract be kept?
 - How often will the contract be reviewed?
 - How can the contract be amended?
- 10) Section 10: Affirmation of Compliance
 - We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

When your contract is completed, have all team members sign the agreement and submit it to your lead instructor before your first instructor/team meeting. Plan to allocate some time at the first instructor/team meeting the review/revise this document prior to its finalization.