

ECE 110: My Team Contract

Instructions: Edit this document to be specific to your goals and needs. Ideas for the content of each section are provided. You **must delete** our comments as you **complete** your rules for each section.

Team Name	Your choice! Keep it fun, keep it respectable.
Lab Section	All team members will be in the same section.
Member Name, netID	Joe Node, jnode2
Member Name, netID	Sandra Shunt, sshunt3
Member Name, netID	Bob Thevenin, bob45
Member Name, netID	Jim Norton, jnorton2

Our ECE 110 lab group agrees to do our best to support each other throughout the semester, which will include:

- *Being mindful and respectful of group member commitments and responsibilities outside of ECE 110*
- *Encouraging open communication about challenges that group members are facing, both in and out of ECE 110*
- *Giving group members the benefit of the doubt and the opportunity to explain themselves when something goes wrong and to resist jumping to judgement*

Team Purpose: Why does the team exist? What necessitates its formation and what advantages does having a team bring to the table? It may be worth stating what the purpose of the team is *not* to help avoid abuses.

Team Goals: If the team is successful in its purpose, what physical artifacts will attest to this?

Individual promise regarding professional growth of self: What promise do you make to yourself regarding self-improvement? What might people say about your ability to communicate? Seek and listen to alternate opinions and ideas? Ability to create value? Add a statement from each teammate.

Promise regarding professional growth of teammates: Why should you be responsible in aiding the professional growth of your teammates? What can you do to help them meet their goals? Think about what might make this part of the contract “uncomfortable” and list it here to make it a mandate!

Expectations (ground rules) for each member: Try to list six or more minimum expectations. Consider aspects such as preparation, participation, feedback, responsiveness, etc. Try to explicitly list anything that could potentially turn into a problem. Should video be mandatory for meetings? Find ways to encourage everyone to communicate (this may also fall under “tasks”).

Roles: Do you see this team performing well because everyone learns the same and contributes equally? Are there certain aspects that some teammates excel at that other abhor? Can tasks or exercises be spread among individuals to maximize readiness for the final project?

Un-Scheduled Meeting Time(s): The team will meet at the scheduled lab period each week. The meeting will start on time and be ended when the TA ends it. Can you also preset an ideal time for meeting outside of lab as may be needed? Is your team interested in meeting to work on homework, study, or other aspects of the course together?

Agenda: Who will set the agenda? What will be done to ensure the team stays on track during the meeting? When a decision needs to be made, how will it be approved...consensus or majority, perhaps? Will someone be appointed to keep records?

Communication: How quickly should you respond to communication from your group members? How will your group communicate? How will you notify your team if you can't make a lab/meeting? When will you notify your team if can't make a lab/meeting? What are consequences for failure to communicate?

Process and penalties for dealing with team issues: What happens when ground rules are broken? Who intervenes? What happens if the situation escalates? Always remember not to jump to judgement. Give group members the benefit of the doubt and the opportunity to explain themselves when something first goes wrong. ***When is it appropriate to put a teammate's name on a team-submitted document? When should it be excluded? Is there something in-between?**

Example: Missing lab without telling the team results in name NOT being on lab report.

Example: Notifying the TA if a group member doesn't do their part of the lab.

End-of-term agreement on using final peer assessment for grade adjustment: Do you believe that this contract should hold your team accountable to its contents or that it may hold little value? There will be two formal peer assessments this semester. The first is formative. It is to be used only to provide honest, constructive feedback to each team member. The final peer assessment is summative. It should take into account the professional growth of each team member and provide a snapshot of where they landed at the end of the semester. Without accountability, many promises go by the wayside.

Signatures: Iterate on this document until everyone is comfortable with its contents and signs (it is okay to type your printed name as your digital signature).

I affirm that I participated in generating this team charter and that I will abide by its contents to the best of my ability. Furthermore, I understand that failure to meet the expectations expressed here can lead to the stated consequences.

netID: _____ (digital) Signature: _____ Date:

netID: _____ (digital) Signature: _____ Date:

netID: _____ (digital) Signature: _____ Date:

netID: _____ (digital) Signature: _____ Date: