# TEAM CONTRACT

**Semester 3**

**Student Names: Martina Angelova, Martin Hristov, Christine Coenen, Max van Haandel, Jannes van den Boogaert, Wesley van de Sande**

**Team Name: Prism**

**Class: M3-01 / Purple** **Day / Time: 26-02-2024**

## PROJECT VISION

(Team's Grade Expectation Eg. A+, A, B+, B, etc.)

What is the team's grade expectation on this assignment? Is there consensus?

Please ask each other: "Is each member committed to putting in the work to achieve this grade? If not, **how will the team resolve this?**"

**Please circle/highlight the grade that you group is targeting:**

50% to 60%
60% to 70%
70% to 80%
80% to 90%
90% to 100%

## GROUP MEMBERS' BEHAVIOURAL EXPECTATIONS

| BEHAV. EXPECTATION | SPECIFIC EXAMPLE |
|---|---|
| Attendance | Everyone shows up to school at the designated meeting times |
| Honesty | Tell us your honest opinion and on time. |
| Meeting deadlines | Trying to meet the deadlines well on time |
| Kindness | Being kind to everyone, not being rude |
| Helpfulness | Be ready give and receive help when needed |
| Punctuality | Being on time for all the project plans |

# ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify ***at least one*** of the skills below that you feel you **are strong in** and **one skill area that requires further development.**

Use this information in completing the sections ***"SKILL STRENGTH IDENTIFICATION"*** *and* ***"SKILL DEVELOPMENT IDENTIFICATION"*** areas below.

## COMMUNICATION

For effective teamwork to occur there needs to be a free, open and appropriate expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

## PARTICIPATION

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

## GIVE AND TAKE

There may be various ideas of how to achieve success within the team. Therefore, members need to be open to compromise and recognize that it is sometimes better to give in than be "right".
Members need to discern the differences between their own needs and those of the group, ideally putting needs of team before the needs of the individual.

## LEADERSHIP

Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions and ideas demonstrates leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

## ORGANIZATION

An effective team needs to be organized. Members determine how the team is organized. This in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

## PREPARATION

For teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

## PROCEDURE

In order for teams to function well, they need to set up procedures, which will clearly identify members' responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise teamwork may end up being inefficient, inconsistent and regularly in "crisis". Members need to function according to agreed upon procedures which will help to guide them in times of dilemmas.

## CAPABILITY

Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one's interest and potential will often lead others to have more confidence in that member.

## COMMITMENT

Members who are committed will often be the ones taking initiative to achieve goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

## PROGRESS and ASSESSMENT

A well running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in it's procedures so that improvement in achieving the goal/objective occurs.

## SKILL STRENGTH IDENTIFICATION

Each member must choose **at least one skill** from **"**Elements of Effective Teamwork**"** (pages 3&4) that you feel is your ***strength.*** Be **very specific** in what activity you will apply this skill to the assignment.

| MEMBER NAME | SKILL STRENGTH | SPECIFIC ACTIVITY |
|---|---|---|
| Chris Coenen | Leadership<br>Commitment<br>Communication | I will be spokesperson to stakeholders and have a leadership role to the group |
| Martina Angelova | Give and take<br>Communication<br>Research | If there are conflicted opinions, I will step up. Will mainly do design and research. |
| Max van Haandel | Organization<br>Capability<br>Commitment | I will plan meetings and stay working on the project until it is finished. |
| Martin Hristov | Communication<br>Capability<br>Participation | I will be one of the designers for the group and will come up with ideas for anything |
| Wesley van de Sande | Leadership<br>Give and take<br>Capability | I always try to find a middle way to keep everyone happy. I help people start with work or try to motivate them. |
| Jannes van den Boogaert | Commitment<br>Procedure<br>Give and take | I will help designing and coding the visual aspects and responsiveness |

## SKILL DEVELOPMENT IDENTIFICATION

Each member must choose **at least one** skill to be developed from "Elements of Effective Teamwork" (pages 2&3). Provide a specific example of how this skill is often challenging for you in a team situation and how you might develop it within this project.

| MEMBER NAME | SKILL DEVELOPMENT | SPECIFIC ACTIVITY |
|---|---|---|
| Chris Coenen | Give and Take | I would like to work on my "having to be right and in control" neuroticism |
| Martina Angelova | Capability (Research and design) | Would like to deepen knowledge on research methods and design principles |
| Max van Haandel | Leadership | Based on past experiences, I would like to take more initiative regarding leadership |
| Martin Hristov | Participation | Need to work on things that have been assigned to me |

| | | |
|---|---|---|
| Wesley van de Sande | Participation<br>Organization | I tend to be late sometimes, so I want to work on getting my rhythm correct. And I am organized a bit, but I know I can make this better for myself. |
| Jannes van den Boogaert | Participation | I will be working on delivering my tasks on time |

## Roles

Each member has a skill they align with as per the pdf in Canvas "Specializations and roles" Please write them down below as proof that we have multiple roles and skills within our group.

| MEMBER NAME | Role | SPECIFIC Skills |
|---|---|---|
| Chris Coenen | Strategist/Development | A little jack of all trades |
| Martina Angelova | User research / Design | |
| Max van Haandel | Design / Developer | Mostly JavaScript back-end |
| Martin Hristov | Design / Developer | |
| Wesley van de Sande | User research / Design | Lay out and research |
| Jannes van den Boogaert | Design / Developer | Modern looks and responsiveness |

## TEAM MEMBER AVAILABILITY SCHEDULE

In the grid below is shown the days on which we work together at school, either on assignments or the project itself.

Blue: On these days we work together at school on the project, this can consist of meetings and dividing work.

Yellow: The Thursday is for working on separate and personal assignments. (This is subject to change)

Green: These days are interchangeable between self and group work

Red: Lectures

| Time | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|---|---|---|---|---|---|---|---|
| 8 – 9 | | | | | | | |
| 9 – 10 | | | | | | | |
| 10 – 11 | | | | | | | |
| 11 – 12 | | | | | | | |
| 12 – 1 | | | | | | | |
| 1 – 2 | | | | | | | |
| 2 – 3 | | | | | | | |
| 3 – 4 | | | | | | | |
| 4 – 5 | | | | | | | |
| 5 – 6 | | | | | | | |
| 6 – 7 | | | | | | | |
| 7 – 8 | | | | | | | |
| 8 – 9 | | | | | | | |
| 9 - ? | | | | | | | |

## Communication

We will communicate through teams with important files and documents.
Through WhatsApp we will communicate about attendance, questions and motivations.
If necessary, we can use Discord to communicate by video call.

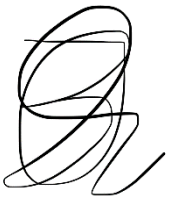
We have agreed that we have to keep each other up to date with our work. And will have to answer questions from the team within 24 hours via one of the communication channels.

## Ramifications

Each task will have to be finished by the designated person who has been assigned to this task. If the task is not completed within the time that is given, without a good explanation, a warning will be issued. After three warnings the team will talk to a teacher to give insight into the situation with further to be determined

## CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

| | | | |
|---|---|---|---|
| Name: Christine Coenen | Signature: M.A. |  | Date: 27-02-24 |
| Name: Martina Angelova | Signature: | | Date: 27-02-24 |
| Name: Max van Haandel | Signature: |  | Date: 28-02-24 |
| Name: Martin Hristov | Signature: | Martin Hristov | Date: 27-02-24 |
| Name: Wesley van de Sande | Signature: |  | Date: 28-02-24 |
| Name: Jannes van den Boogaert | Signature: |  | Date: 27-02-24 |