

# Team Contract

## Section 1: Team Name and Mission

H2Only

Make Moscow's water great again.

## Section 2: Membership

Members – Eric Hill, Marshall Bolen, James Rockwell, Lucio Barajas

Mentor – Tao Xing

Consultant – Scott Smith

## Section 3: Roles and Responsibilities

James Rockwell will be in charge of the budget.

Marshall Bolen will be in charge of the client contact.

Eric Hill will be in charge of keeping team documents.

Lucio Barajas will be in charge of keeping meeting minutes.

Organizing team meetings will be an equally shared responsibility.

## 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...

- Be respectful of other's opinions
- Make an effort to bond with the rest of the team
- Be proactive about resolving conflicts

Members will not...

- Talk poorly about each other behind each other's backs
- Alienate themselves from the team
- Be passive aggressive

## 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...

- Contribute equally while working together
- Start work early
- Finish in a timely manner
- Ask for help when needed

Members will not...

- Leave all the work to others
- Hold back when they have an idea
- Procrastinate

### **5b. Team Meetings**

Team meetings are an important example of working together.

We will meet on Wednesdays at 2:30PM at the library and meet with our mentor on Thursdays at 4:00PM in the ME Conference Room.

Team meeting agendas will include old business, new business, and assigned goals/tasks to complete before the next meeting.

We will circulate the responsibility of recording meeting minutes.

### **Section 6: Individual Work**

Team members are expected to work alone in many cases to complete work important to the team.

Individual work assignments will be assigned during team meetings.

Quality expectations will be established at the assigning team meeting and verified at the delivering team meeting.

Due dates will be established and verified at team meetings.

Status of work in progress will be updated on the team Facebook page.

### **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.

Log books will be kept by each individual.

The project portfolio will be kept by the team.

Teammates will communicate through Facebook messenger and email.

The team will communicate with the client through email and cell phone.

### **Section 8: Conflict Resolution**

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

We will first try to resolve conflicts personally and, if they persist, they will be resolved at a team meeting.

Team dynamics will be updated during each Thursday mentor meeting.

### **Section 9: Amendments**

This document will be kept on the team Facebook page and in the team portfolio.

The team contract will be reviewed as needed.

The team contract will be amended by any member proposing and amendment and then receiving a unanimous vote in its favor.

**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 benefits of all members and the team as a whole.

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