Team Contract

Team number and topic: Team 1

Section and / or class time: Section 6/10:10

**Purpose**

* The group purpose is to build better team skills in terms of communicating with one another. We also hope to create synergy and produce a group effort that would be greater than our individual effort.
* Our goal is to achieve a higher TRAT score than out IRAT score every time we take the assessment. We also strive to use collaboration effectively.
* Our only limitation is that we know we have three guaranteed meetings per week.

**Background**

BBA Core objective #3: BBA graduates will have demonstrated that they can work cooperatively in interfunctional teams that effectively use diverse backgrounds and abilities to accomplish important business tasks.

BBA Core objective #6: BBA graduates will have developed within their major a specific set of practical skills that equip them to be effective entry-level employees. One or more of these skills will generally differentiate JMU graduates in a particular major from the graduates of other universities.

**Team composition**

Ly Kien

Evan Lyons lyons2ew@dukes.jmu.edu (540) 809-7481

Carrie Lin

Matt Cronin

Kaitlin Ireland

**Skill inventory / membership roles**

Kaitlin is skilled at taking detailed notes and listening to others perspectives. Matt also is skilled looking at tasks from other individuals’ point of view and is skilled at getting work done in a timely fashion. Evan is skilled at keeping group tasks organized and motivating other group members. Ly works well under pressure and can get work done efficiently and quickly.

Team members would like to improve with communicating better with deadlines and being more patient. Team members would like to practice reducing the amount of work anxiety and instead remaining respectable to group members under pressure. Some team members would also like to improve on preparation prior to meeting.

Roles are constantly being rotated to group members that haven’t been assigned certain tasks. The agenda writer is also the discussion leader in the meeting because he/she knows most about the foundation of the meeting. The writer of the minutes role is to type up any group assignments discussed during meetings.

**Operational guidelines** (Use pet peeve and task / process observation assignments as starting point)

Ground rules including (but not limited to):

* All group members allow absent members to share the TRAT score if they have an excused absence or group members excuse their situation. Our group has agreed to meet outside of class if necessary.
* A twenty four hour notice is necessary if a member of the group has a scheduling conflict.
* All group members must strictly follow assignment deadlines.
* Email is the group’s primary mode of communication. Text messaging may also be used for emergency situations.
* While managing a conflict, the group member should not hesitate to address the problem to the entire team. If a member is having a problem with a specific individual, he/she should address that individual. Our group decisions are made by majority vote.
* Our group should focus more on the entire portion of the project, not just individual sections. This will allow tasks to be completed as more of a group effort.
* Process behaviors are as follows: trusting team members, collaboration, and giving constructive criticism.

**Milestones / Schedules**

Oct. 8- Agenda 2; Oct 11- Minutes 2, TRAT 4; Oct 15.- midpoint TMA; Oct. 25- TRAT 5; Nov. 3- Agenda 3; Nov. 5- Minutes 3, Agenda 4; Nov. 8- Minutes 4 Agenda 5; Nov. 10- Minutes 5 Agenda 6; Nov. 12- Minutes 6

**Signatures**