(WT) Team-forming Contract Memo

Company: TBD by student teams

Prompt: This activity is designed to help you get to know your team members and begin working collaboratively on your W5. project.

Directions: The team coordinator should open a Google doc or Word 365 doc and share it with the other team members to complete the following team-forming activities.

Instructions for accessing Google Docs/Drive or MS Word 365/OneDrive

- Google Docs/Drive may be accessed via drive.google.com and logging in with your Drake ID and password.
- MS Word 365/OneDrive may be accessed via your Drake Outlook email. After logging into your Drake email, look above the Inbox area to find and click on the Office 365 button to access Word.

Place your team responses to the following activities in the shared Google or Word document.
- Organize your Team-forming Activities document using PARC document design strategies, headings, and white space to create a highly readable and well-organized team document.

Team Formation:

Contact Info & Schedules
- Share individual contact & schedule info w/ team members.

Company Name
- Create a company name for your team.

Roles
- Describe individual Roles/Titles (Each person will most likely assume multiple roles.)
    - Identify the person who will be the team coordinator.
    - Every team member should identify as a writer.
    - Other roles: (researchers, editors, designers, specialists)

Company Logo
- Design a company logo (What will your branding say about you? Will it project a professional ethos to the client?)

Company Letterhead
- Design a company letterhead using the logo design and fictitious contact information

Schedule Writing Workshop Visit
- Reserve & Record Writing Workshop appointment time (Week 12 or 13)

Team Deliverable:	**Team Contract**

- Write a team contract that includes:
  - Your **company name, logo, and letterhead** (Use the **memo** genre to format the contract.)
  - Other pertinent information such as **contact** info, work/class **schedules**, etc. (*How will you communicate with your team OUTSIDE of class?*)
  - The **name of the BUSINESS** your team will observe & gather data about its customer service.
  - **Roles** of individual team members (Everyone assumes the role of *writer,* and one person should be designated the team coordinator.)
  - Steps for **conflict resolution** (should conflict occur during the project)
  - **Project Plan** (Gantt Chart)
    - Design a project planning figure (Gantt Chart) to outline the project cycle.
    - Include in the Gantt chart: *personnel, tasks, due dates, and milestones.*
    - Also include in the Gantt Chart the **Writing Workshop** scheduled **date & time.**

Audience: Your team, course professor, & lab instructor

Purpose: to inform

Document*:* Memo genre

Submission: **Individual** submission of the collaborative team-forming activity

- When completed, save your document as a PDF.
- Use this file-naming convention**: WT-Activity_teamname_last name of each team member**.
  - Example: **WT-Activity_Wingineers_Smalley-Bird-Pinkston**
- EACH TEAM MEMBER must upload a copy to the **WT. Team-forming Activity** assignment link on Bb. *(This is due to a glitch in Bb that prevents multiple individuals from uploading to one spot in Bb.)*
- Assignment = 25 pts

Project Due Dates:

- **Fri., Nov 1, 5:00 p.m.** WT. Team-Forming Activity
- **Fri., Nov. 8, 5:00 p.m.** WT. Secondary Research (APA Style Annotated Bibliography)
- **Fri. Nov. 15, 5:00 p.m**. WT. Primary Research (Observation & Survey Data)
- **Mon. Nov. 18, 5:00 p.m.** Write first draft of report.
- **Fri. Nov. 22, 5:00 p.m.** WT. Progress Report of your team's visit to the Writing Workshop - Cowles Library
- **Mon. Nov. 25, 11:59 p.m.** Revise, edit, and format report.
- **Mon. Nov. 25, 11:59 p.m.** A5. Team Peer Reviews
- **Mon. Dec 2, 11:59 p.m.** A5. Researched Recommendation Report Due
- **Wed. Dec. 4, 11:59 p.m.** A5. Peer Evals/Self-reflection (in lab)