

Team-building Activity

Team Contract Memo

Team Contract Memo

PHASE ONE: Create Resources

- Share **CONTACT** information
- Share school/work/life **SCHEDULES**
- Establish team **ROLES** (including the team **coordinator**)
- Create a company **NAME** (with contact information)
- Design a company **LOGO**
- Incorporate the logo, name, contact information into a company **LETTERHEAD**
- Schedule a **WRITING WORKSHOP**
TEAM-visit *BEFORE* Thanksgiving Break

PHASE TWO: Write A Team Contract (in lab)

Create a **TEAM CONTRACT MEMO** that includes the following:

- the company **NAME/LOGO/LETTERHEAD**
- the team member **ROLES** including the **TEAM COORDINATOR**
- the **STEPS** for conflict resolution
- a **PROJECT PLAN** (that includes a GANTT CHART)

Create a Team Memo Template

Step 1

- Create your memo template using your team letterhead.
- TCs save in Google Drive or MS OneDrive & share with your team.



1234 UNIVERSITY AVE
DES MOINES, IA 50311
515-555-555
GSL@GSL.COM

Date:
To:
CC:
From:

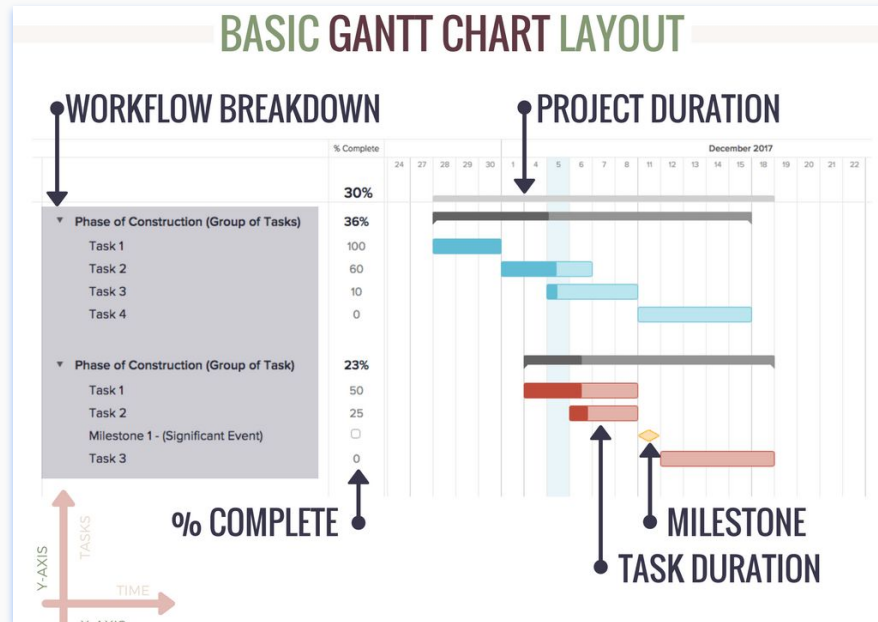
Write the Team Contract Memo

- **Audience:** course professor & lab instructor
- **Message:**
 - Discuss **individual roles**--editor, researcher, expert, designer (remember every person assumes the role of writer)
 - Identify the **team coordinator**
 - Explain your team contract the steps for **conflict** resolution
 - **Business Name** your team will review its customer service
 - Include the Team's **scheduled visit** to the **Writing Workshop**
 - **Visualize** the A5. project plan timeline with a **Gantt** chart
- **Organization:**
 - Establish a clear introduction, body, conclusion
 - Use transitions
 - Create a logical progression of ideas
 - Insert a Gantt chart
- **Style:**
Use **standard business English**
 - Word usage & Tone
 - Spelling
 - Grammar & Syntax
 - Punctuation
- **Delivery:**
 - It should look like the memo genre,
 - Use headings for sections in the body,
 - Use **Proximity, Alignment, Repetition,** and **Contrast** document design strategies,
 - Include **PAGE** Numbers in on **page 2** and **subsequent** pages. (**NO** page number on the **first** page)
 - "From" line should list **all** team member **names** (no signatures needed in a memo)

Project Visualization: Gantt Charts

Display this information:

- People assigned to a task completion
- Dates
- Completed Tasks
- Ongoing Tasks
- Future Tasks
- Milestones/markers



Label the following:

- Axes
- Task Duration
- Milestones
- Personnel
- Dates
- Percent % complete
- Key or legend

Gantt Chart Analysis



Annual Reappointment of Committees

Selection of Committee Members

- Surveys sent to all physicians
- Responses collected and classified
- Selection of committee members

Selection of Chairmen

- Chief of staff meetings

Contacting newly committee members

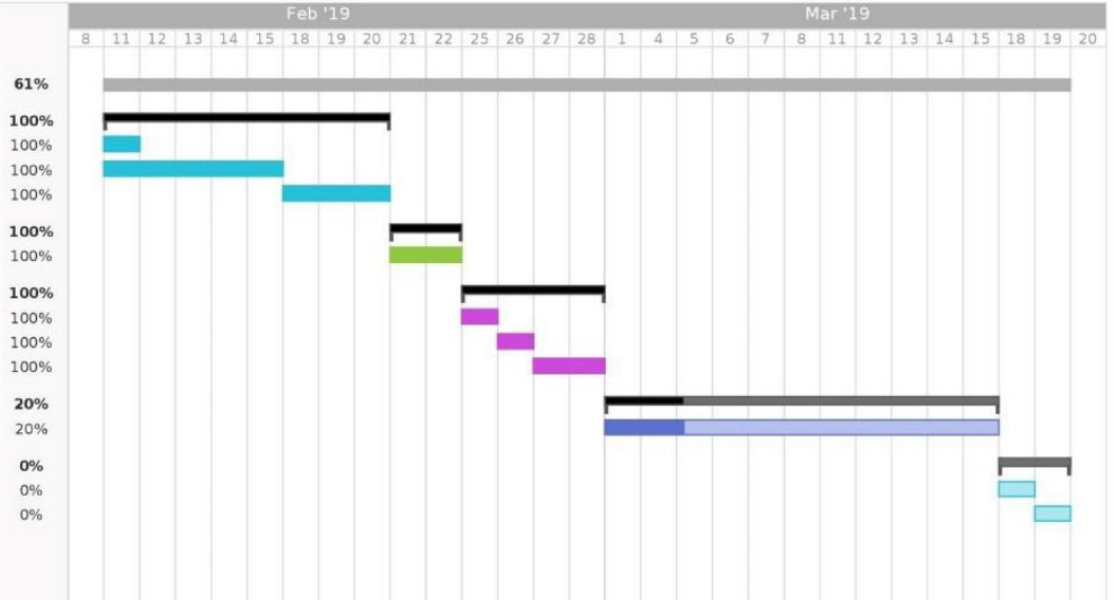
- Chief of staff telephoned all selected to chair a committee
- Thank you emails sent to all chairmen
- Emails sent to new and existing members

Expecting responses from email sent

- Expecting emails declining the position

Completion of committee assignments

- Creation of membership lists
- Emailing membership lists to all the staff



- [What is a Gantt Chart? Infographic](#)
- [Gantt Chart: Essential Tool for Project Management](#)

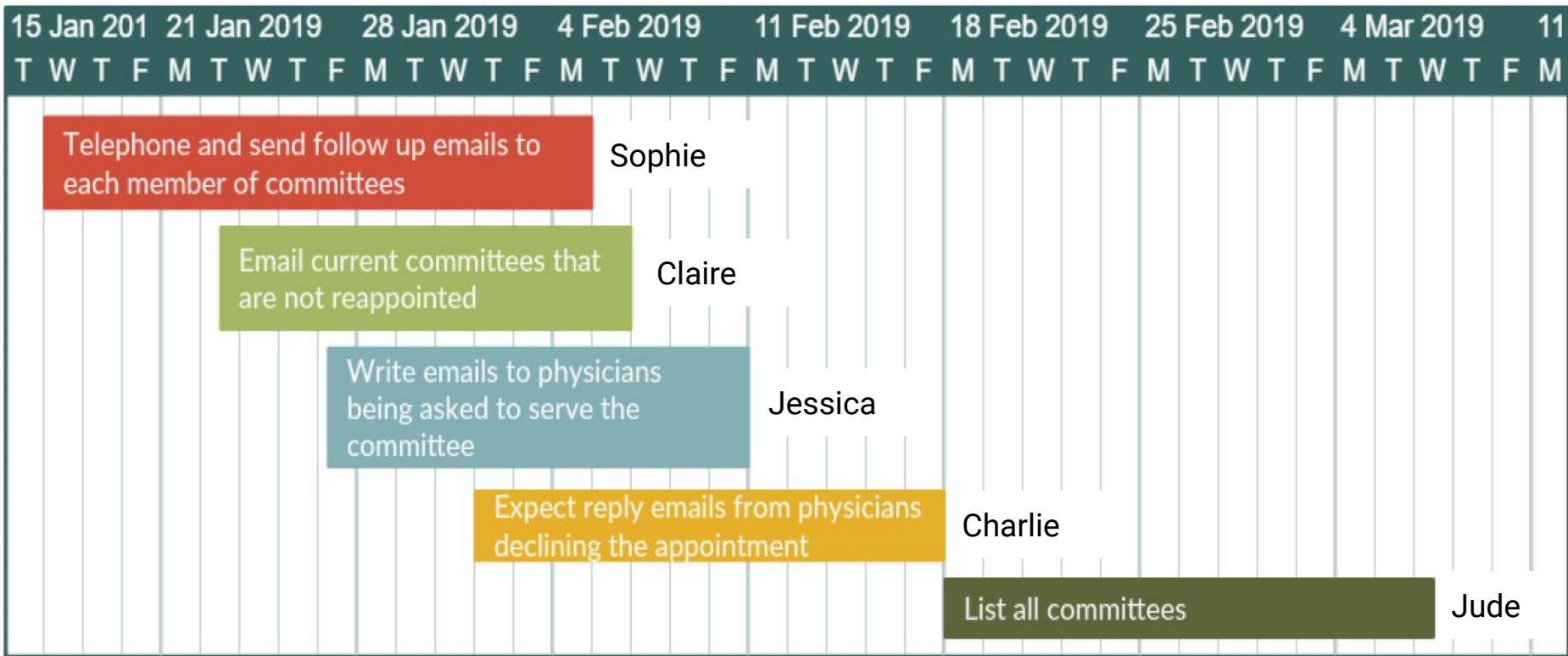


Figure 1 Schedule of Reappointment of Committee

Use this information to create your Gantt Chart

Project	Fri., Nov 1, 5:00 p.m. WT. Team-Forming Activity
Deliverables	Fri., Nov. 8, 5:00 p.m. WT. Secondary Research (APA Style Annotated Bibliography)
Due Dates:	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.
	Date TBD: TEAMS must visit the Writing Workshop sometime in the next THREE weeks (include your scheduled date/ time in this list).
	Fri. Nov. 22, 5:00 p.m. WT. Progress Report Deliverable of your team's visit to the <u>Writing Workshop - Cowles Library</u>
	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)

Tutorials for Creating Gantt Charts

Check out these tutorials:

- [Present your data in a Gantt chart in Excel](#) (Windows & MacOS directions)
- [Gantt project planner](#) (a plugin for PPT)
- [Gantter Project Management](#) (a plugin with Google Drive)
- [How to Create a Gantt Chart, Project Timeline, Plan in Microsoft Office 365 PowerPoint PPT](#)
- [Create a Basic Gantt Chart with Milestone Markers](#)
- [Canva - Using Charts](#)

Assignments

Deliverable: Team Contract Memo

DUE: Friday, Nov 1 at 5 p.m.

EACH individual must upload a copy of the contract to

Blackboard>[Module 5](#)>[WT. TEAM Activities](#)>**WT. Team Contract Memo**