

**GEOL204 The Fossil Record**  
**“Museum of the Fossil Record” Team Responsibilities Contract**  
**Due on ELMS before April 6, 2020**

**After you have a copy filled out and signed with everyone’s signatures, someone should scan it and provide each team member with a copy of the scan. Each team should upload a copy of the scan to ELMS by April 6.**

This team contract will set the procedures for the team to:

- Methods to contact other team members
- Setting team work due dates and obligations
- Setting team meeting schedules
- Provisions for dealing with team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team.

**CONTACT METHODS (include the phone number, email address, etc., as appropriate)**

Team Member	Best Method to Contact Them	Alternative Method to Contact Them
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**DUE DATES AND WORK DISTRIBUTION**

Examine the complete “Museum of the Fossil Record” page (<http://www.geol.umd.edu/~tholtz/G204/docs/204museum.html>) to determine what work needs to be done, and when it has to be turned in or otherwise completed. With your team, determine a plan to complete these activities. Below, list **WHICH** team member will be responsible for completing **WHAT** task and by **WHEN**. Everyone should be doing comparable levels of work.

Group Member 1\_\_\_\_\_

**Responsibilities:**

Group Member 2\_\_\_\_\_

**Responsibilities:**

Group Member 3 \_\_\_\_\_  
**Responsibilities:**

(if you have one, Group Member 4) \_\_\_\_\_  
**Responsibilities:**

**TEAM MEETINGS**

The team needs to meet in order to ensure that the project is proceeding on schedule. These meetings may be in person (well, not this year...), or virtually (i.e., Zoom, Skype, Google Hangout, or other online method), etc. In the space below, list **WHEN** each team meeting will occur (date and time) and the **LOCATION** (physical location or other method) of each meeting.

**PROVISIONS FOR DEALING WITH PROBLEM TEAM MEMBERS**

A team member that routinely does these things may be a problem for the team in its effort to achieve its goals:

- A team member who regularly fails to complete their work on time.
- A team member who refuses to share their work with the team (and wants to submit it alone).
- A team member who does not communicate with the team regularly and/or does not attend team meetings regularly.
- A team member who regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the procedure followed to completion could lead to “firing” the team member from the team. (A team member “fired” from a project will receive a zero on the project.)

In the space below, incorporate the steps into a team procedure for dealing with and potentially firing a problem team member. The procedure should include:

1. How the team will notify the problem member that there is a perceived problem that needs to be rectified (i.e., how would you contact them: By email? Or other method?)
  
2. How a second notice about ongoing problem(s) will be given to the team member. If a second notice needs to be given, then Drs. Holtz (tholtz@umd.edu) & your TA also need to be notified by email.
  
3. How the team will fire a problem team member once the previous steps are taken and the problem persists. This process must include an online meeting with Dr. Holtz and all team members. At this meeting how will it be decided if the team member should be fired? (Will the team vote? Must the vote be unanimous? Will the vote be anonymous? Will another method be used?)

Depending on the resolution of the vote, Dr. Holtz will consult with the fired student as to the fate of their remaining grade in the semester.

**APPROVAL OF PREVIOUS STATEMENTS**

Signatures of all students, agreeing to the contract, with date.

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