

MBA Capstone Team Contract

1. Identify the roles of each team member. Every participant is required to fill at least one of the first four roles (R&D, marketing, production, and finance). The role you decide to fill determines if you need a second role or not. Refer to the course of study for a description of the major and minor roles and how they are used in each round.

Team Name	Western blue rules
Team CEO*	jon
Research and Development	joel
Marketing	shilo
Production	jon
Finance	christine
Human Resources	team
Total Quality Management	team
Ethics	Each team member votes

**The CEO is an administrative role only and does not have decision-making authority in the simulation. The CEO leads the team, not the simulation.*

2. **List the team's selected business strategy.** Log in to [Capsim](#), click "Getting Started," and click "Pick a Strategy." Review the six strategies, which can be a starting point for your own team. Note: Any quoted or paraphrased Capsim material must be appropriately cited and referenced.
[Broad Differentiator](#) - diverse needs of target markets, value conscious consumers, higher priced products. Buyers have loyalty to their brands. Operates under an aggressive promotion strategy. Products will be offered that meet our customers needs for reliability, price and age.
3. **List and briefly explain the team's primary decision-making policy (e.g., by consensus, by majority vote). List the team's secondary decision-making policy should the first decision-making policy fail for any reason.**
Consensus- there are 4 team members - each decision is discussed within the group and agreed upon by all members.
In the event that a consensus cannot be agreed upon-other options will be suggested until an agreeable option is offered.
4. **Explain how the team will communicate in order to inform each other of team meetings, share files, provide updates, and discuss issues.**
email, conference calls join.me, video , trilian - instant messenger, www.westernbluerules.com website
5. **Discuss conflict resolution strategies that will be used to resolve any conflicts within the team.** Note: This differs from the team's decision-making policy. Refer to the link below for a discussion on conflict resolution strategies

Accommodating/Collaborating/Compromising- we will work together to try to meet each member's needs as well as that of the group. Promoting understanding of decisions made by each team member. Ensuring scheduled meetings are at appropriate times for each team member- that they will be available based on work/life schedules.

6. **Answer the following questions to explain the preferred method of record keeping.**
 - a. **Who will be responsible for recording and disseminating minutes?** jon - Join.me meeting sessions and posted onto the www.westernbluerules.com website.
 - b. **How and when will the minutes be disseminated?** westernbluerules.com website. Notes are available after each call.
 - c. **Where will all agendas, minutes, and project documents be kept?** westernbluerules.com website. Again notes are located on the website along with important documents/youtube videos.

7. **Answer the following questions to explain the method for setting and following meeting agendas.**
 - a. **Who will set each agenda and when?** Team effort based on work/life schedules and availability. Team decisions at the end of each call as to what will be accomplished during the next call.
 - b. **How will team members be notified or reminded?** outlook calendar/email/website
 - c. **Who will be responsible for the team following the agenda during team meetings?** jon
 - d. **What will be done to keep the team on track during team meetings?** Each team member is responsible for helping one another stay on track and moving forward in simulation. The team has agreed to an established agenda with regards to completing the simulation in a timely manner and that helps keep each meeting moving forward.

8. **Document the team's targeted completion dates for the simulation and team tasks (task two – presentation).**

Finish Practice Rounds 6th so we can have a debrief meeting 11th or 12th
Finish 8 Competition Rounds by 9/20 so that Task 2 can be completed by 10/5

9. **Document the team's proposed meeting schedule (dates and times) and meeting method (group meetings, e-mail relay, etc).** *Note: It is understood the schedule may vary once the team is underway.*

submit weekly schedules -- must meet 3 times a week- we meet via phone/join.me site so we can share our screens as we work through the simulations.

10. **Discuss the factors that will cause a student to be designated as a non-contributor. Discuss how planned and unplanned absences will be handled and the maximum number of absences that will be permitted before considering a member a non-contributor. Students designated by the team as a non-contributor will be contacted by their assigned mentor and will be dropped from the simulation and asked to re-enroll at a later date.**

no call no show --- 3 strikes you're a non-contributor

11. **Document, if applicable, any other items or issues the team deems important for its success.**

communication is the secret to success, we have very diverse schedule

12. **Each team member digitally signs (type name) and dates the contract understanding that she or he is agreeing to abide by the contract's terms and conditions.**

Team Member Name	Date
Shilo Powers	9/6/2014
Joel Andersen	9/6/2014
Jon Horsman	9/6/2014
Christine Gibson	9/6/2014

After completing the practice rounds, submit the completed contract (in Word or a text document) to the MBA course mentor for review and approval. MBACapstone@wgu.edu. The team will receive an approved copy for each team member to submit with task one.