Team Contract

The project

* Each group member will have a say in what’s produced.
* We expect each group member to be committed to the project we have created together and that they have a willingness to produce what’s necessary to complete the project in time.
* We expect each group member to be active in the project period, deliver on time, give information that a meeting must be postponed, and have done its part of both the project and the documents that get delivered.

The brainstorming process

* During brainstorming, each group member is allowed to suggest any idea or changes to be made to the project. We only have good intentions and want to make our project as great as possible.

During disagreement:

* When we have different opinions about a subject or a work method, we discuss it as soon as possible rather than keep it inside for it to grow bigger.
* We are aware that there might be a better way to resolve a problem than what we think is the best.

Utilize each other's strengths

* Even if we work in different fields, we can provide insight and ideas that the other cannot.
* We want to build a culture where new ideas and thoughts are welcomed.

Generosity

* We are aware that the times are changing and that there may come times of hustle and bustle or burnouts. We want to give room for the other group members to take a break and catch up when needed.
* We want to have a good workflow, but we don’t expect the other group members to work beyond their capacity.

Dare to try

* We want to build a culture where we are allowed to challenge ourselves to learn new things, even if this takes up more time than doing something else.

Meetings

* We will meet at the planned time and space, and will clearly communicate if that is not possible.
* When we meet, we will bring everything that was planned for the meeting and present it for the rest of the group.
* We want to fill the time used in meetings with constructive and meaningful activity that benefits the project. If we want to hang out, this can be done outside of the meeting time.

Feedback

* We want to give honest and constructive feedback as soon as possible to minimize unnecessary work.
* When giving feedback we will say it with the intention of building up the other person, we will be honest but not hurtful.

Get inspired

* We will allow group members to be inspired during the project period, even if this leads to changes from the original project plan, as long as this doesn't invalidate any work previously done.

Guidance

* We want to use each other as well as any other resources we have available, such as supervisor, to guide the project and keep it on the right track.

This should be fun

* The development of the project should be fun and our friendship should not be jeopardized. If we are overly stressed or have any issues with the other group member, we should discuss this as soon as possible and be understanding.

Back-up

* Each group member has a responsibility of saving their work in different places to have easy access to a back-up if needed.