# Team Contract

Date: _____          Team Number: _____

**Expectations from Team Members** *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

| Expectation | Consequence if expectation not met |
|---|---|
| **We'll meet as a team every week at:** <br><br> **_____ for _____ hrs and at:** <br><br> **_____ for _____ hrs** | *(Two team meetings a week is recommended.  Your team may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.)* |
| **Be on time and prepared for team meetings.** <br> *(Both in and out of class time)* | |
| **Follow through on commitments made to the team.** <br> *(Commitments such as completing functionality for the project, preparing slides for the team presentation, coming to a team meeting, writing a section of the design document, etc.)* | |
| **Contribute to the team voluntarily.** <br> *(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)* | |
| **Welcome and invite contributions by other team members.** | *(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)* |

| | |
|---|---|
| **Before checking in a code change to the team repository, we will ensure the code compiles when included in the entire code base and that the code meets requirements.** | *(It should be saved to check out changes committed by others without it breaking the code that we are working on. It can be very time consuming to fix errors committed by other team members. A possible consequence can be that a commit is removed.)* |
| **Each team member will talk for**<br><br>**at least \_\_\_\_\_ minutes and**<br><br>**at most \_\_\_\_\_ minutes**<br><br>**during a 1 hour meeting.** | *(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)* |
| *(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)* | |

If you've read and agreed with this contract, add your name here:

_____ _____

_____ _____