**Team Contract Template**

Team Name: (Still in progress)

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**: We agree to....

I agree to set clear goals and encourage happiness

**Communication**: We agree to...

I agree to communicate using the, “open door policy” and use appropriate forms of

communication using tools such as emailing and blogging

**Meetings**: We agree to....

I agree to share information and contribute to meeting goals as well as show up on

time fully prepared.

**Conduct**: We agree to...

I agree to respect each individual

Have a common understanding of goals that need to be achieved and be open to compromise.

Effective communication along with good time management.

**Conflict**: We agree to...

I will allow each member to develop their ideas fully. Give credit where it’s due.

Support each team member’s decisions.

**Deadlines**: We agree to...

I agree to write down the deadlines and encourage motivation/determination.

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| Team Member’s Name | Team Member’s Signature |
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