**Cornell Tech LOGO.tiff**

**TEAM CONTRACT**

Cornell Tech – Class of 2015

Mission, Goals, Norms

## Team Mission:

*A precise description of the reason the team has come together and what it is focused on for the next 4 months.*

### Team Goals: What do you want to accomplish together?

### (Strive for 4 – 5 goals that the team can align around as outcomes for your time together)

### Team Norms

### Shared behaviors and procedures agreed to by all of the team’s members.

### *\*The team norms should include discussion involving; behaviors, quality and distribution of work, team meetings, consensus, deadlines, communication and how you will hold each other accountable\**

### 1. Team Meetings (consider these examples)

Consider: When to meet? How to meet (in person, teleconference?) Expectations re: preparedness, timeliness, etc.

Example 1: All team meetings on Studio Day are mandatory ….

Example 2: All team members should arrive at the meeting on time and prepared to speak first.

### 2. Team Participation (consider these examples)

Consider: Expectations re: contributions; supporting individual learning goals, accessibility, responsiveness, etc.

Example 1: One speaker at a time during team meetings and client meetings.

Example 2: Emails will be responded to within 24 hours.

### 3. Project Execution – Planning, Development, Delivery (consider these examples)

Consider: Expectations re: quality, roles, distribution of labor, utilizing strengths, etc.

Example 1: Project contributions should be well balanced, with each team member having the opportunity to lead and manage throughout the project development process

Example 2: All team members are expected to contribute to the project based on the scope

### 4. Problem Solving (consider these examples)

Consider: How will we manage disagreements? Give each other feedback? Reach consensus?

Example 1: To resolve any conflict, and reach consensus, majority of team members must agree. We will use the “Red/Yellow/Green” or the “Thumbs” approach to reach consensus. (Team decides which method)

Example 2: The monthly Team Chair will make the final decision if there is a tie.

### 5. Roles (consider examples from of our Best Practices)

Consider: Tracking role assignments; Assigning of Chairs, contributions from other members of the team, etc.

Example 1: We will assign a different Chair role for every month

Example 2: The Project Lead and Project Second will be from different disciplines

### 6. Interpersonal Behavior (examples)

Consider: how you wish to ‘be’ with each other; concept of respect, professionalism, positive intent, why/when/how you will leverage coaching resources, etc.

Example 1: Confidentiality will be maintained within the team.

Example 2: We will act in a professional manner at all times, respecting individual ideas and contributions

### 7. Others?

**Submission Instructions:**

**Please remember to create a separate “Title Page” with Cornell Tech 2015 and your Company Project Name and all of the names of the team members.**

**This Contract is due at 11:59:59pm on September 19th, 2014. Contract must be emailed to your Team Coach**