**Team Contract**

**Project Name: Web publishing system**

**Project Team Members Names and Sign-off:**

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Team Member1** |  |
| **Project manager** |  |

**Code of Conduct:** As a project team, we will accept:

* Professionalism: Team members will conduct themselves in a professional manner and always treat each other with respect and courtesy.
* Communication: Team members will communicate effectively and openly and will work together to resolve any conflicts that may arise.
* Respect for diversity: Team members will respect the diversity of opinions, backgrounds, and experiences of each other and will not discriminate based on race, gender, sexual orientation, religion, or any other protected status.
* Confidentiality: Team members will maintain confidentiality of any sensitive or proprietary information that is shared within the team.
* Compliance with laws and regulations: Team members will comply with all laws and regulations that apply to the project and will report any violations or concerns to the project manager.

**Participation:** We will:

* Responsiveness: Team members are expected to respond to requests for information, feedback, or other inputs in a timely manner.
* Communication: Team members are expected to communicate effectively and regularly with the project manager and other team members, and to keep the project manager informed of any issues or concerns that may impact the project schedule or budget.
* Performance: Team members are expected to perform their assigned tasks and deliverables to the best of their abilities, and to meet the quality standards and deadlines established for the project.
* Cooperation and Collaboration: Team members are expected to work together cooperatively and collaboratively, and to support one another in achieving the project objectives.

**Communication:** We will:

* Frequency: The team will communicate regularly, such as daily or weekly, through team meetings, email, instant messaging, or other agreed-upon methods.
* Responsiveness: Team members will respond to requests for information, feedback, or other inputs in a timely manner, and will keep the project manager informed of any issues or concerns that may impact the project schedule or budget.
* Transparency: Team members will be open and honest about their progress, concerns, and any issues that may arise, and will work together to resolve them.
* Format: Team members will use a standardized format for communications, such as email or instant messaging, and will keep a clear and concise written record of all communications.

**Problem Solving:** We will:

* Identification: Team members will be proactive in identifying potential issues and problems and will report them to the project manager as soon as they arise.
* Assessment: Team members will work together to assess the problem, gather relevant information, and identify potential solutions.
* Resolution: Team members will work together to select and implement the best solution and will communicate the resolution to the project manager and other stakeholders.
* Continuous improvement: Team members will be encouraged to share their observations, experiences, and suggestions for improvement to the problem-solving process.

**Meeting Guidelines:** We will:

* Attendance: Team members are expected to attend all scheduled meetings, including team meetings, project status meetings, and any other meetings deemed necessary by the project manager.
* Responsiveness: Team members are expected to respond to requests for information, feedback, or other inputs in a timely manner.
* Code of conduct: Team members are expected to adhere to the code of conduct outlined in the team contract.
* Problem solving: Team members are expected to follow the problem-solving process outlined in the team contract.
* Decision Making: Team members are expected to follow the decision-making process outlined in the team contract.