Team Contract

# Team Name

*Name*

# Team Members

*Lin Student, lin@email.com*

*Joe Student, joe@email.com*

*Rachel Student, rachel@email.com*

*Kai Student, kai@email.com*

*Maya Student, maya@email.com*

# Goals

***What are your goals for the project? What do you hope to accomplish? What skills will you develop or refine?***

# Designated Roles

***What roles are needed to complete this project? What are the responsibilities of those roles? Who will take on each role? Will the roles rotate or change over time? If so, how often?***

*e.g., Lin will manage the team for the first two weeks, arranging meetings, setting agendas, etc.*

*e.g., Each assignment will have an appointed expert who will be thoroughly acquainted with the assignment task and supporting reading.*

*e.g., Maya will keep all the wall charts and other materials in her office.*

*e.g., Joe will book the meeting room and bring food to team meetings.*

*e.g., Organizer, Note-Taker, Scheduler, Equipment Manager, etc. roles will change every two weeks*

# Communication Methods

***How will we get in touch with each other? What norms and boundaries should be established?***

*e.g., We’ll use email for routine business, texts and phone calls for fast response.*

*Phone numbers:*

*Member1 412 555-1234*

*Member2 617 555-1234*

*Member3 508 555-1234*

*Member4 412 555-2341*

*Member5 617 555-2341*

*e.g., Member1 activates do not disturb on Slack after 9pm on weekdays and can be called in an emergency*

*e.g., An emergency includes…*

*e.g., Member2 prefers to avoid phone calls*

*e.g., Member3 cannot be contacted from sundown Friday to sundown Saturday*

# Meeting Logistics

*e.g., We will meet every Thursday at 10:00-12:00 at Karen’s office. She will keep all the charts and other materials there.*

*e.g., If needed, we’ll continue the Thursday meeting through lunch, stopping by 15:00.*

# Desirable Behaviors / Expectations

***What commitments are we making as a team? What do we expect from each other? How can we put in place guidelines to achieve our goals?***

*[\*Strive to have at least 5 of these]*

1. *e.g., Come to meetings on time.*
2. *e.g., Share work fairly.*
3. *…*

# Decision-Making

In order to make important decisions about the project, we will…

e.g., voting method

e.g.,

If someone changes their mind about an important decision, we will…

e.g.,

# Conflict Resolution

***How will we address non-performance in relation to our expectations? How will we address disagreements?***

*When a conflict arises (e.g., someone is not contributing, disagreement over when to use late days, scheduling issues, etc.), first we will…*

*e.g., bring up expectations – You had mentioned you’d write the introduction by Thursday, however by Sunday it was still not done. What can we do next?*

*e.g., have a private 1:1 discussion*

*e.g., ask to revisit the team contract in the next meeting*

*If that does not satisfactorily resolve the issues, we will follow up by…*

*e.g., sending an email to schedule a meeting with the professor*