

## **Team Contract**

**Team Name:** Four Plus One

**Team Members:**

Jingdi Su

Songyin Li

Xiaohan Zhang

Yiben Huang

Zhixuan Li

### **1. Document Purpose**

The purpose of this team contract is to outline the standard operating practices and team norms of the above-named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are agreed to by all team members as indicated by their signature at the end of the contract. Any amendments to the contract must be discussed and agreed to by all signing members. Failure to abide by the outlined standard operating practices of this contract could harm the team's overall functioning and result in penalizing action as detailed in the contract.

### **2. Rules and Regulations**

#### **A. Expectations**

- Detail goals, level of quality and acceptable outcome(s) of the project
- Outline the expected procedure of overall project deadlines set as a team and self-imposed deadlines or milestones set by individual members
- Describe how the team will distribute contribution to the project equally among members and how to address inequality of member contribution throughout the project.

#### **B. Communication**

- Describe preferred medium of communication
- Outline the agreed upon acceptable hours of communication delivery
- Detail the expected timeliness of responding and if this expectation changes across the semester.
- Outline the expected standard of respectful and professional communications both internal (i.e. between members) and external (i.e. teaching team, other teams) to the team

#### **C. Team Meetings**

- Schedule of meetings. Outline how this schedule is changed if unanticipated time conflicts arise.
- Detail how the team will ensure all members are involved in discussions and decision.

#### **D. Work Conduct**

- Detail expected level of effort and the standard of work that is expected from each member.
- Outline expectation of team members in regard to preparation for team meetings.
- Rules members to follow to handle tardiness and absence from meetings and if someone does not follow through on a commitment to deliver.

#### **E. Team Conflict and Decision Making**

- Steps to follow to work through an initial conflict.
- Escalation procedures for team members to follow if initial conflicts cannot be resolved.
- Outline procedures team will take if decision cannot be reached.

### **3. Declaration**

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

Team member 1: [Signature] / [Date]

*Xiaohan Zhang*

Team member 2: [Signature] / [Date]

Team member 3: [Signature] / [Date]

Team member 4: [Signature] / [Date]

Team member 5: [Signature] / [Date]