|  |
| --- |
| team Contract |

|  |  |
| --- | --- |
| Team Number: |  |
| Team Members: |  |

|  |  |  |
| --- | --- | --- |
| NAME | CONTACT INFORMATION | SIGNATURE (You may sign or type your name) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Values

Each person writes down 3 values they consider important when working in a team.

|  |  |
| --- | --- |
| **Team Member** | **3 Values** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Goals

## What is the minimum grade each one of you would feel satisfied with?

|  |  |
| --- | --- |
| **Team Member** | **Minimum Grade Desired** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Roles

Make sure that you identify who will take each role. While conducting the analysis as a team, you should assign a person responsible for the following tasks.

|  |  |  |
| --- | --- | --- |
| Project Phase | Task | Name of the Team Member Responsible for this task |
| Team Contract - Contract | Upload document to Dropbox |  |
| Team Contract – Meeting information | Keep a document with information regarding the meetings and attendance at the meetings. |  |
| Part 1 – Case Analysis | Problem Statement |  |
| Part 1 – Case Analysis | Problem Description |  |
| Part 1 – Case Analysis | Stakeholder analysis |  |
| Part 1 – Case Analysis | Formatting and APA 7 compliance |  |
| Part 1 – Case Analysis | Upload the document to Dropbox. |  |
| Part 2 – Case Analysis | Solution description |  |
| Part 2 – Case Analysis | Mission statement |  |
| Part 2 – Case Analysis | Impact Business Model Elements |  |
| Part 2 – Case Analysis | Impact Business Model Canvas |  |
| Part 2 – Case Analysis | Formatting and APA 7 compliance |  |
| Part 2 – Case Analysis | Upload the document to Dropbox. |  |

## Rules of Conduct

List the rules of conduct we’ve agreed to.

|  |  |
| --- | --- |
| **CATEGORY** | **RULES** |
|  |  |
| Meetings (When and where are you going to meet?) |  |
| Communication (What is the team's official communication channel?) |  |
| Decision-making (Consensus or Majority vote?) |  |
| Firing (How will you deal with someone not fulfilling their duties? What is the process to fire a team member?) |  |