

GROUP/TEAM CONTRACT I

- **Should contain**
 - **Team Procedures**
 - **Meetings** (Time, Schedule, Frequency etc.)
 - Think SCRUM
 - **Communication** (e.g., e-mail, cell phone, FB, slack, face-to-face.....)
 - **Decision-making policy** (by consensus? by majority vote?)
 - **Agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?)
 - **Scrum master?**
 - Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?)

GROUP/TEAM CONTRACT II

- **Team Expectations**
 - **Work Quality**
 - **Project standards** (What is a realistic level of quality for the team to achieve?)
- **Team Participation**
 - How will the team ensure cooperation and equal distribution of tasks?
 - How will the team ensure encouraging/including ideas from all team members, and necessary learning for all team members?
 - Strategies for keeping on track
 - Scrum master vs. general leadership (informal, formal, individual, shared)

GROUP/TEAM CONTRACT III

- **Personal Accountability**
 - Expected individual attendance, punctuality, and participation at all team meetings
 - Expected level of responsibility for fulfilling team assignments, timelines, and deadline
 - Expected level of communication with other team members
 - Expected level of commitment to team decisions and tasks.
- **Consequences for Failing to Follow Procedures and Fulfill Expectations**
 - Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract
 - Describe what your team will do **if the infractions continue**

Write all this in a contract and let all team members sign:

a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

b) *I understand that I am obligated to abide by these terms and conditions.*

c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

Date and name:
