Capstone Team Contract Template

Last updated: November 13, 2023

**Purpose**: The Capstone Team Contract outlines how members of the team will work together.

**Project Title:** [enter title]

**Stakeholder Names and Roles**

*In the table below, enter information for each team member and primary sponsor stakeholder (the “sponsor”).*

|  |  |
| --- | --- |
| **Stakeholder** | **Role** |
| *Name 1* | *Team member / mentor / sponsor role* |

**Meeting Frequency**

*Mention how often students will meet, and how often students will meet with the sponsor. For example, there may be monthly deep dive meetings with the sponsor, and shorter weekly meetings for 30-60 minutes.*

**Feedback**

*Discuss how the team would like to share and receive feedback.*

**Troubleshooting**

*Discuss how issues can be mitigated / avoided. For example, how will the team handle a situation where a participant is not engaged / contributing enough?*

**Signatures**

Student 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_