# Team Contract

*A Team Contract is a document prepared by each team as part of the project initiation phase. Team members should be held accountable and responsible for their own actions. Your team will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your team to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of team members. This document is for your team so feel free to tailor it to your team’s needs.*

*Delete all shown in italics for your own contract.*

Project Team Name:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Team Member Name | Email | Phone |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

## A. Team Structure:

1. Leadership structure *(individual, individual with rotating leadership, shared)*:

2. Decision-making policy *(by consensus? by majority vote?)*:

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

4. Day, time, and place for regular team meetings:

5. Usual method of communication *(e.g., e-mail, whatsapp, Discord, slack etc.)*:

## B. Team Procedures:

1. Method for setting and following meeting 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?)*:

2. Method of record *keeping (Who will be responsible for recording and disseminating actions? How and when will the actions be disseminated? Where will all agendas and actions be stored?)*:

3. Procedures in the absence of a team member *(will the team meet with one member absent, or must all members be present?)*:

## C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:

7. Strategies for encouraging/including ideas from all team members *(team maintenance)*:

8. Strategies for keeping on task *(task maintenance)*:

## D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks.

## E. Consequences of breach of contract:

*What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?*

## F. Certification by team members:

In appending your signatures below, you are stating that:

a) You participated in formulating the standards, roles, and procedures of this contract;

b) You have agreed to abide by these terms and conditions of this contract;

c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfill the terms of this contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |

G. Acceptance of contract by tutor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |