Team Contract

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| **Code of Conduct:** As a project team, we will:   * Work proactively, anticipating potential problems and working to prevent them. * Keep other team members informed of information related to the project. * Focus on what is best for the entire project team. |
| **Participation:** We will:   * Be honest and open during all project activities. * Encourage diversity in team work. * Provide the opportunity for equal participation. * Be open to new approaches and consider new ideas. * Have one discussion at a time. * Let the project manager know well in advance if a team member has to miss a meeting or may have trouble meeting a deadline for a given task. |
| **Communication:** We will:   * Decide as a team on the best way to communicate. Because a few team members cannot often meet face to face, we will use e-mail, a project website, and other technology to assist in communicating. * Have the project manager facilitate all meetings and arrange for phone and video conferences, as needed. * Work together to create the project schedule and enter actuals into the enterprise-wide project management system by 4 p.m. every Friday. * Present ideas clearly and concisely. * Keep discussions on track. |
| **Problem Solving:** We will:   * Encourage everyone to participate in solving problems. * Only use constructive criticism and focus on solving problems, not blaming people. * Strive to build on each other’s ideas. |
| **Meeting Guidelines:** We will:   * Have a face-to-face meeting the first and third Tuesday morning of every month. * Meet more frequently the first month. * Hold other meetings as needed. * Record meeting minutes and send them via e-mail within 24 hours of all project meetings, focusing on decisions made and action items from each meeting. |