**Team Contract Template**

Step 1: Discuss.

*What would we have to actively do to make this team project suck?*

* *Lack of communication among each other*
* *Procrastination with completing assignments*
* *Distractions that take away from team progress*
* *Not doing your part*
* *Completing other team member’s work*

*Therefore, what do we agree to actively do to make this a fun and fruitful team?*

*Note: do not just say “we won’t do the things listed above”*

* *Stay on task*
* *Cooperate with rules and guidelines*
* *Respect each other*
* *Listening to all teammate’s ideas*
* *Focus on your role*
* *Completing work on time*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

**Team Name: Birdman**

**Team Meetings**: We agree to...

*Who? When? Where? How often?*

* All team members are expected to meet during class times in the classroom or other agreed-upon location.
* At least two team members will be present at client meetings, where times and locations may vary, but there should be at least one a week.

**Communication**: We agree to....

*Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?*

* Use Discord for primary communication
* The team member who communicates primarily with the client must make communication accommodations
* We will not exchange phone numbers

**Team Manager**: We agree to....

*For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?*

* Cheng will be the lead code reviewer
* Houston will be responsible for note-taking and keeping track of planning documents
* Jorge will lead client meetings
* Alex will be the team leader and make sure everything is running smoothly

**Conflict**: We agree to...

*What disagreements do you anticipate? What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?*

* *We expect to disagree on the general outline and direction of the project*
* We will solve disagreements with a majority vote
* We make decisions based on voting
* If there is a tie, one person's vote will count as two depending on the circumstances.

**Consequences:** We agree to…

*What will happen if someone doesn’t follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.*

* If a team member doesn’t do their work the first time, it will be excused. After the second time it occurs, the team member will be deducted 5%.
* If a team member fails to communicate before attending a meeting, the consequence will be a team meeting confronting the student.

| Team Member’s Name | Team Member’s Signature |
| --- | --- |
| Houston Moses | Houston Moses |
| Jorge Anzueto Arriaga | Jorge Anzueto Arriaga |
| Cheng Yang | Cheng Yang |
| Alexander Pavicic | Alexander Pavicic |
|  |  |