**Team Contract Template**

Step 1: Discuss.

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

* ***never meeting in person***
* ***no communication (dead discord)***
* ***not asking for help***
* ***being a loner***
* ***Improper procedures (push things accordingly)***
* ***Us not getting along***
* ***constantly asking where there work is or if they’ve done (not doing 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”*

* **-*We listen to each other***
* ***- we will make a schedule and have a way to mark progress. (Actively describe our work)***
* ***- we do our work, and everyone participates.***

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

* ***Team Name: Environmental Justice League***

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

*Who? When? Where? How often?*

* ***at least 2x a week***
* ***Tuesday class time-till 5:30***
* ***Fridays- Alissa, Jiaqi, Baldwin (anytime in the morning) (can do virtual)***

**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?*

* ***we will discord as the main communication as well as using zoom and teams to call when needed.***
* ***we will share emails***

**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?*

* ***-so we will keep each other in check***
* ***- Alissa can send reminders and we will delegate roles as they come up.***

**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 will vote when voting decisions arise.***
* ***if there’s a problem we will come up with a group solution***

**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.*

* ***we will call you out on your BS***
* ***give a warning then eventually take extreme measures***
* ***document who isn’t pulling their weight (give credit where credit is needed)***

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| Team Member’s Name | Team Member’s Signature |
| Alissa Martini | Alissa Martini |
| Jiaqi Xu | Jiaqi Xu |
| Baldwin Edwards | Baldwin Edwards |
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