**Sample Team Contract**

Team Name: Team 14\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 12 January 2023\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Our goal is to complete all tasks on time and to get it right the first time  Skills we aim to develop is team management and team coordination |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| Expectations: Collaboration, time consciousness  Attendance, consistency and openess. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| Any member of the group who fails to meet the requirement for team performance openly apologized to the group and is responsible for the teams lunch for a week |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| Openly apologized to the group and is responsible for the teams lunch for a week |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Sreekar Bathula

Team member name

Olubiyi George

Team member name

Deena Jivan

Team member name

Akoh Jackson Udeng

Team member name

Zaynab Zennour

Team member name