# TEAM CONTRACT ASSIGNMENT – DUE: Week 3

**Assignment Weight: 5%**

To effectively work together as a team, clear guidelines for team and individual expectations, conduct and deliverables are necessary.  A comprehensive team contract will provide the communication guidelines for a well managed project. Use the template provided on the Moodle site to complete your contract. The key components are reiterated as follows:

**The Team Contract Template identifies three major activities:**

1. To clearly establish team procedures
2. To identify expectations
3. To specify the consequences if these procedures and expectations are not met.

Once you have used the Team Contract template to discuss and finalize your team roles, procedures, and standards, complete, sign, and submit a **copy** your finalized contract to your instructor as per instructions given in class.