**Team Contract Template**

Create a list of expectations for your team. Modify the information below or create your own items and categories. Consider elements of every category listed below. **DO NOT JUST COPY AND PASTE THE ITEMS BELOW.**

1. **Team member contributions.**

Some ideas include:

* + All team members are equal.
  + All contributions will be carefully considered.
  + All team members will participate in discussions.
  + All team members will complete their assignments.
  + Teamwork will be shared equally.

1. **Commitment of team members.**

Some ideas include:

* + All members will attend all meetings.
  + Notice of a team meeting will be given at least 24 hours prior to the meeting.
  + Team meetings dates and times will accommodate team members’ schedules.
  + Team members will arrive at meetings on time.
  + Team members will turn off cell phones and will not pursue non-team related activities during team meetings.
  + Team members agree to commit to the terms of the team contract.
  + Team members agree to constantly assess whether they are honouring their commitment to the team contract.
  + Team members will complete all assignments by their due dates.

1. **Team communication.**

Some ideas include:

* + Team members will not talk down to one another or insult one another.
  + Team members will listen attentively to others’ ideas.
  + Team members will not interrupt one another.
  + Team members will not hold side conversations during meetings.
  + An agenda will be used at all team meetings.
  + Minutes will be recorded at all team meetings.
  + Meetings will begin on time.
  + Meetings will end on time.
  + Team members agree to check their email at least twice each day during the project.
  + Team members agree to return emails within 24 hours of receiving them.
  + Complaints about team members will be first addressed in a team meeting.

1. **Team roles and organization.**

Some ideas include:

* + The team leader is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + Leadership will rotate weekly.
  + Meeting minutes will be recorded and distributed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + The meeting timekeeper is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Team decision making and problem solving.**

Some ideas include:

* + Decisions will be made by consensus/majority vote/the team leader/etc.

1. **Discipline for not following expectations. [What if …]**

If conflicts cannot be resolved by the individuals involved, they will be addressed in a team meeting, and then escalated to the instructor, if necessary.