**Team Contract Template**

Team Name: 3D-Cars

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

**Roles**: We agree to....

Dismas will take care of the note-taking during meetings

*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?*

**Meetings**: We agree to…

Dismas and Brandon will meet up twice a week on Tuesday and Friday for brief catch-up meetings over discord.

Team 3d-cars will also meet up with Li (ONCE OR TWICE) a week for updates and feedback.

*Who? When? Where? How often?*

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

Reply in less than 24 hours or asap.

*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?*

**Conduct**: We agree to...

*What behaviors do you desire in a team mate? What would an excellent team mate do? Some ideas include share work fairly, be on time, meet deadlines, help others…*

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

*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?*

**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.*

| Team Member’s Name | Team Member’s Signature |
| --- | --- |
| Dismas Ficklen | Dismas Ficklen |
| Brandon Davis | Brandon Davis |
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