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Your Career Journey Begins

TEAM CONTRACT SAMPLE

Team Contract Outline

A) Signatures and Date of Signature by ALL team members:

By signing below, I agree that I have read and fully understand the terms of the contract outlined (because this is submitted electronically, signatures are not required, but by filling this out, you are committing yourself to the contract).

Section: _____ Team: _____

Team Member	Signature	Date

This is a contract. The contract will NOT be accepted by the instructor until this is complete.

Ensure a copy is available at meetings for easy reference.

Ensure a copy is available electronically in an accessible file.

If your team decides to make any changes to the contract, please provide the instructor with an original copy of the changes again dated and signed by all members. Indicate which part(s) is/are being changed.

B) State the Purpose of Your Team Contract:

For instance: this contract will outline our team's goals, expectations, policies and procedures. It will be referenced in order to resolve any disputes that may arise within the team.

C) Statement of Shared Goals:

Spell out what the team wants to accomplish. This could be in terms of marks, new skills learned, methods used, etc.

D) Critical Dates Outline:

Your team needs to lay out your meeting dates, times and locations. For the contract indicate at least your first meeting information. Ideally, all key steps in the group process should have a meeting date and time assigned. Remember that “meeting” will often mean electronic communication on D2L as each team will have its own private group bulletin board. Look ahead at all the group assignments and group learning activities for each unit to plan your meetings and “online” time together.

Date, Time & Place of Meetings	What will be discussed?

E) Expectations, Policies & Procedures:

Outlined below are the five specific areas you need to discuss. Then record your group's expectations, policies and procedures. These are the areas you will use to assign Peer Feedback Marks. The Peer Feedback will be worth 10% of your term mark. Ideas for areas to cover within each category are shown below.

Attendance:

All group members must notify group of their work schedule and other commitments so that the meeting dates may be set to accommodate group schedules (What will you expect if changes come up?)

Arrive on time for each meeting (should this be mandatory?)

During all meetings, everyone should avoid distractions (talk about texting, email, etc)

If team members are unable to attend a meeting due to illness or emergency as outlined by the group (as acceptable reasons to miss a meeting), who should they notify and how far in advance?

If you are suppose to bring materials to a meeting, but will not be attending, what will be expected?

Do you agree to work during evenings, on weekends, on holidays? Days you will not be available due to other commitments should be noted upfront.

Active Communication:

Specify the primary form of communication other than group meeting times. It should be through school or eConestoga email and group bulletin board and ensure a copy of what you send is always saved.

Always send emails to everyone, even if not directly affected on that particular topic, so that everyone is kept in the loop. Create and test a group list immediately.

The expected turn around time for a response should be indicated.

How should you indicate a message was indeed read or heard and understood? (don't assume it was received)

If you require a faster turn-around time, do you expect that you call, text or talk to the team members to alert them to the urgency?

Include on this document all primary and secondary email addresses, telephone numbers and other contact details (eg. is texting available, or, restricted hours/days).

Participation in Decision Making

How will all decisions be made?

If students have a legitimate reason for not attending a meeting, will their vote be considered and how long will you wait? If the student is a no show for a meeting without a legitimate reason does he or she forfeit the right to vote on that decision?

Preparation

Should each team member attend each meeting with all required materials (ie. textbooks)?

Should documents be on paper or forwarded electronically and when?

Is it expected that each member be aware of all assignments, due dates and the work they are responsible for? (Setting up processes are important – maybe someone is appointed to remind the others of approaching deadlines or record and distribute minutes within 24 hours of a meeting clearly showing action items, person responsible and due dates).

Support and Encouragement

It is the understanding that each team member will treat all members of the team with respect and in an encouraging nature.

Each member should be able to freely discuss his or her ideas and opinions with the team without the concern of being dismissed or talked down to.

Maybe you should appoint someone to specifically seek input from everyone during meetings.

F) Conflict Management:

Whenever a team member fails to follow the terms outlined in the contract, feedback must be given. Decide in the contract how and who will do this.

If a team member feels that he or she is not being heard by the group, it is his/her responsibility to notify the entire team and schedule a meeting to discuss the member's concerns openly. Remember, minutes of meetings with action items recorded and other team documentation is essential to keep a project on track and for the team to manage the process.

Here is an example of how to handle conflict in its various stages:

Minor Slip (Feedback Only)	<ul style="list-style-type: none">• Ensure you document it and know the limits when reminders and feedback will turn into a strike.
Strike One	<ul style="list-style-type: none">• The team member will receive a verbal warning about his/her actions and the discussion must be documented and all team members copied. Feedback on what the individual intends to do to correct the problem should be included.
Strike Two	<ul style="list-style-type: none">• The entire team will have a discussion about the issues that have surfaced. The team will prepare a written summary of the issues and the agreed upon resolution. This written summary will be forwarded to all members of the team and the instructor. If there is any refusal to attend the discussion or there is a disagreement with the written summary, conflict management moves to stage (strike) three.
Strike Three	<ul style="list-style-type: none">• An email should be sent to the instructor and other team members formally requesting a meeting. The group should recommend a couple of timeslots when all can be available. Documentation of the problem(s) and the actions taken within the group to resolve them should be submitted to the instructor for review in advance of the meeting. All team members must attend.
	<ul style="list-style-type: none">• If help is required from the instructor prior to a Stage Three Meeting, it is certainly available but ensure the entire team is copied on the request for input.

	<ul style="list-style-type: none"> At a Stage Three meeting, the instructor will ask for clarifications and input but the instructor reserves the right to determine the final actions to be taken, or the impact on assignment evaluations and marks beyond the Peer Evaluation marks.
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G) Other Areas

A group may want to add some particular notes. For instance, you might want to write down more on the processes used to manage the group. You may want to appoint specific roles and responsibilities based on strengths and interests of group members, or how agendas and minutes will be distributed.

Contact Information:

Team member	E-mail address	Phone Number	Text option (Y or N)