


9+10 Team Contract and Group Rules

➤ Team Rules

- *The following subpoints are the expectations that we as a team have for each other.*
 - ***We will be present...***
 - Attend mandatory weekly team meetings.
 - Attend optional TA group checkin in meetings if possible.
 - ***We will be connected...***
 - Slack must be checked once a day every day
 - Messages are to be acknowledged even if one cannot provide a length response
 - We reserve the use of the STRAWBERRY EMOJI  for such a situation.
 - ***We will be reflective...***
 - Complete a reflection form by Sunday 11:59pm of each week.
 - What have you accomplished this week?
 - What have you struggled with this week?
 - What do you plan to work on next week?
 - What, if any, challenges do you foresee next week?
 - Responses will be reviewed during the TA meeting on Monday.
 - Forms will be sent out Friday noon 12pm.
 - ***We will be direct...***
 - Talk to the person you're having a problem with before you go to the team leader for conflict resolution.
 - Leader will ensure the preceding clause is followed, before acting on concerns
 - ***We will be vocal...***
 - Tell the group as soon as possible if you think you won't be able to help out much.
 - Directly message the team leaders when a personal conflict arises so redelegation of tasks can be made.
 - ***We will be proactive...***
 - When you are low on work, help out other sections where you can.
 - Check in with section heads or team leads if you are unsure of who to ask.

➤ Ramifications

- *The following subpoints are the expectations that we as a team have when our team rules are violated.*

- ***We will separate the issue from the individual...***
 - Someone's inability to accomplish a task is not reflective of the individuals, rather the situation they find themselves in. In mediating, we assume that no lapse is due to a lack of character.
- ***We will talk to individuals directly...***
 - Group members will be upfront with other team members and voice their dissatisfaction and concerns directly to the team member in conflict.
- ***We will look for a solution...***
 - No individual is responsible for the completion of the projects. When someone fails to complete a goal, we work together to find a solution.
 - We will hold a group discussion on Slack or meeting about the issue.
 - As a group, we will find further solutions if needed.
- ***We will keep others accountable for their workload....***
 - Through weekly meetings and reflections, we will check in with each other.
- ***We will be open to feedback***
 - When our teammates find an issue with our work or lack thereof, we will make an effort to picture what it is that has forced their hand into conflict.

I, _____, will abide by the rules stated above. By signing this contract I accept all terms and conditions stated and will do my best to respect them through practice.

Sign: _____

Date: _____