Team Contract

**Project Name: Nursing Department Med-Cart Dispense System**

**Project Team Members Names and Sign-off:**

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| **Name** | **Sign-off on Team Contract** |
| **Logan Strickland** | **Logan Strickland** |
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**Project Team Group Lead (appointed by the team): Tyrell**

**Code of Conduct:** As a project team, we will:

* Be respectful of others within the group and outside of the group
* Be considerate of others points of view and engage in meaningful dialogue
* Be mindful of what is said during meetings and refrain from physical aggression and/or violence at all times

**Participation:** We will:

* Actively engage with our peers and provide meaningful dialogue during meetings
* Actively reach out to DTL for updates regarding the project
* Actively seek out new assignments after his/her delegated tasks have been completed

**Communication:** We will:

* Notify the DTL about tasks that are incomplete after the designated deadline
* Notify the DTL about tasks that are completed ahead of designated deadline
* Notify the DTL or Dr. James about internal and external conflicts amongst peers
* Notify the DTL about his/her absence from a scheduled meeting no later than 24 hours prior to the meeting time

**Problem Solving:** We will:

* State our problem along with a potential solution during meetings (no whining or complaining)
* Listen to our teammates solution to problems and voice our opinions respectfully during meetings

**Meeting Guidelines:** We will:

* Arrive at meetings at least 10 minutes prior to the scheduled meeting time
* Wait to be called on before interrupting others during meetings
* Listen attentively and take notes on important updates and problems that arise during meetings