**Team Contract**

Team Name: \_\_\_\_\_\_\_\_**G3 Team Work Group**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| *The goals of the projects are to create an agile and performing team ready to take individual responsibilities for the tasks assigned to each member. We want, as a team, to present a complete report responding satisfactorily to all the questions and tasks.*  *We want to develop teamwork skills, as first, and then define, for each member, strengths and weaknesses to assign the right task to each member and make sure that the assignment could be completed smoothly.* |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| *We expect from each other commitment, hard work, clear and open communication, effort and mutual help and support.*  *We have already met each other online and schedule the next meeting. Meanwhile we are working on preliminary tasks to have all the questions answered and all the doubts cleared.*  *We expect to meet online once per week and follow up the status of the assigned tasks and, of course, help each other in case of need.* |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| *Key to meet goals and expectation is to be aligned and focused on the same outcome which is present an outstanding report.*  *Preparatory tasks, generating ideas and evaluating outcomes will be included in our weekly online meeting.*  *So far, the team is focused and motivated.* |
| ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles? |
| *Roles and responsibilities will be decided in our next online meeting.*  *Personally, I do not think there should be a project lead but, instead, the team should be accountable of each member ‘tasks and work together.*  *At first, I do not think there is the need to rotate roles, but we will discuss it during our next online meeting.* |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| *The only effective way to address non-performance situations or disagreement is with an open yet polite communication. So far, the team looks extremely focused on delivering an outstanding output, but I think the best way to address non-performance situations or disagreement is during our online meeting where we have the chance to discuss face to face about issues.* |

By signing this contract, we confirm that:

* we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
* we agree to abide by the contents of this contract.

Team member name and date

Team member name and date

Team member name and date

Team member name and date

Team member name and date