Group Contract Templates

Group Contract

Group: _____   **Group members:**

Interaction

How can we ensure that everyone is heard, and all ideas are considered? How do we listen to each other actively and respectfully? How do we make decisions and choose between different options? How will we give and receive feedback? How can we strike a balance between discussing tasks and personal topics?

Agreements:

Cohesiveness

How do we establish good connections with each other? How do we create a sense of unity? How do we build trust and security? How do we support and help each other? How do we constructively handle a situation where mutual agreements are not followed?

Agreements:

Goals

What are our common goals? Have we interpreted the goals in the same way? How do we establish milestones on the path to our main goal? What are our ambitions? What grade are we working towards achieving?

Agreements:

Interdependence

How can we benefit from working together instead of individually? How can our skills and strengths complement one another? How do we ensure a fair and balanced distribution of tasks? How do we make sure that each person's responsibilities are meaningful and important?

Agreements:

Structure

How do we structure our meetings? How do we organize and coordinate our work? How do we assign roles, and what expectations come with each role? How do we document our progress and contributions? Which communication channels or platforms will we use, and what are our expectations for response times?

Agreements:

☐ All group members have participated in the decision-making and formulation of the agreements in the group contract. **Date:** _____

TEAM CONTRACT

Team Name _____

Team Members: 1) _____ 2) _____
3) _____ 4) _____

Team Procedures

1. Day, time, and place for regular team meetings:

2. Preferred method of communication (e.g., e-mail, cell phone, wired phone, Piazza, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

3. Decision-making policy (by consensus? by majority vote?):

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Team Expectations

Work Quality

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

2. Strategies to fulfill these standards:

Team Make-up

1. Please list each team member's skills as they can contribute to the team/project

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

2. Strategies for encouraging/including ideas from all team members (team maintenance):

3. Strategies for keeping on task (task maintenance):

1

4. Preferences for leadership (informal, formal, individual, shared):

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract:

2. Describe what your team will do if the infractions continue:

****

a) I participated in formulating the standards, roles, and procedures as stated in this contract.

b) I understand that I am obligated to abide by these terms and conditions.

c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1) _____ DATE _____

2) _____ DATE _____

3) _____ DATE _____

4) _____ DATE _____

UNIVERSITY OF
CALGARY

Team Contract

Name	Primary Contact information

1) **Communication:** How will you primarily communicate with each other? (text, email, WhatsApp, Zoom, Skype, D2L, etc.)

2) **Response time:** How quickly do you expect group members to respond to communication?

3) **Meetings:** Where? When? How often? What happens when someone misses a meeting or is late?

4) **Meeting agenda:** How will you plan and structure your meetings? Who will set the agenda? When and how will the agenda be circulated?

5) **Division of labour:** How will you ensure cooperation and equal/fair distribution of tasks? Consider dividing tasks according to individual strengths.

6) **Timeline**: What tasks have to be completed and when?

7) **Input:** How will you ensure inclusion of and respect for ideas from all team members?

8) **Decision-making:** How will you make all key decisions (consensus, majority, open or secret votes, etc.)

9) **Expectations** for the deliverable: What are the project standards? What strategies can you implement to fulfill your project standards?

10) **Accountability:** What are the team expectations regarding attendance, punctuality, participation, preparedness, task completion, deadlines, communication with the team, commitment, etc.

11) **Feedback:** Will you implement a feedback process for tasks completed, and how will the feedback be delivered? What are the standards for feedback?

12) **Emergencies:** How will you manage emergencies? For example, what happens when illness, care responsibilities, or other unexpected events prevent a group member from participating in group work or the presentation itself, either temporarily or permanently.

13) **Conflict resolution:** What happens when team members violate one or more terms of the contract or their work doesn't meet group expectations? When should the issue be addressed (e.g. within what time frame should it be discussed)? How should the issue be resolved (e.g. in person or over email, only individuals involved or whole team, should the instructor be involved, etc.)?

****

a) *In completing this document, I acknowledge that I actively participated in formulating the standards, roles, and procedures as stated in this contract.*
b) *I understand that I am obligated to abide by these terms and conditions.*
c) *I understand that if I do not abide by these terms and conditions, I will face the consequences stated in this contract.*

Team Contract (template)

A template for a team contract follows. You may modify it to fit your team needs and preferences. Be sure to provide adequate detail to inform people of expectations and to provide a basis for evaluating teamwork and resolving differences. When your contract is completed submit it to your lead instructor before your first instructor/team meeting. Plan to allocate some time at the first instructor/team meeting the review/revise this document prior to its finalization.

Section 1: Team Name and Mission

- What is your team name?
- What is the mission of your team in 1-2 sentences?

Section 2: Membership

- Who are the team members?
- What consultants/mentors/instructional staff are associated with this team?

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
- Who will be the primary client contact?
- Who will organize team meetings?
- Who will be in charge of keeping team documentation?
- What other roles are critical to team success?
- How will roles be selected/assigned?
- What are the key responsibilities associated with each role?

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will...
- Members will NOT ...

Section 5: Joint Work

5a. Purposes of Joint Work

- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will...
- Members will NOT...

5b. Team Meetings

- Team meetings are an important example of working together.

- Where and when will the team meet?
- What components are required in team meeting agendas?
- How will meeting minutes be taken/circulated?

Section 6: Individual Work
- Team members are expected to work alone in many cases to complete work important to the team.
- How will work assignments be made?
- How will quality expectations be established and verified?
- How will due dates be established and verified?
- How will status of work in progress be communicated?

Section 7: Documentation and Communication
- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
- What individual documentation will be kept?
- What team documentation will be kept?
- What is the process for communicating with other team members?
- What is the process of communicating with your client/outside stakeholders?

Section 8: Conflict Resolution
- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- What process will be used to address conflicts?
- How will team dynamics be communicated to instructors/mentors?

Section 9: Amendments
- Where will this team contract be kept?
- How often will the contract be reviewed?
- How can the contract be amended?

Section 10: Affirmation of Compliance
We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date

Group/Team Agreement
Statement of Shared Understanding

Philosophy: *What are some core principles and norms that your group will operate by? How will you ensure all group members feel able to give their ideas, opinions and feedback?*

Communication: *What is the preferred method of communication? How often are team members expected to reply? Where will you post/share/edit your work?*

Meetings: *When, where are how often will the group meet? How will you set the agenda for each meeting? How will the discussion and decisions be recorded? What administrative roles will be assigned for each meeting? (lead, notetaker, etc) Will those roles rotate?*

Planning: *How will specific roles or tasks be agreed upon and delegated? How will deadlines be set? How will milestones be followed-up on?*

Decision-making and conflict resolution: *How are decisions taken? By majority vote? Consensus? Who decides if, for example, a section of paper needs to be rewritten? How will conflicts be handled? At what point would you get the unit coordinator involved if there is a conflict?*

We share these goals and expectations, and agree to complete our project within this shared understanding.

Signed

Date:

Team Name:

_____

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

Participation: We agree to....

_____

_____

_____

Communication: We agree to...

_____

_____

_____

Meetings: We agree to....

_____

_____

_____

Conduct: We agree to...

_____

_____

_____

Conflict: We agree to...

_____

_____

_____

Deadlines: We agree to...

_____

_____

_____

Team Member's Name	Team Member's Signature

Group Member Details

For each group member, provide your name, the information of your chosen communication platform, (for example, Facebook, WhatsApp or other social media platform). As each group member will have different levels of external commitments such as work, other study, or family, which will also be a factor when determining appropriate deadlines for your group work, you may wish to add these in 'Additional Responsibilities' to ensure everyone's time and commitments are respected.

Name	Contact Information	Additional Responsibilities
We agree to use the following communication platform:		

Conduct Agreement

Group members agree to listen to each other and to always treat one another with respect. Racist and sexist behaviour or remarks are not acceptable. Aggressive or intimidating behaviour is not acceptable.

All meetings will be attended by all members. Group members agree to communicate with their fellow group members if they are unable to attend a meeting or reach a deadline.

Each group member brings strengths to the group, and all members will contribute equally to the group work task. There will be no occasion where one group member is completing all of the work, or a group member completing none of the work.

Group members agree to support and help each other to the best of their ability and agree to ask for help when needed.

If a group member contributes plagiarised material or engages in any breach of academic integrity, the group agrees to bring the matter to the attention of the instructor for review.

In the event that a group member breaks one of the agreements, the group agrees to hold a meeting to respectfully discuss a solution. If the meeting is unsuccessful or a group member refuses to attend, the issue will be brought to the instructor.

Availability

Complete the grid below to show when each member is **NOT** available to work on the assignment with your team. If this changes, complete this again.

Time	Mon	Tues	Wed	Thu	Fri	Sat	Sun
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 1							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 – ?							

Roles and Responsibilities

How often will the group meet? E.g., weekly/fortnightly

_____

How will the group meet? E.g., face to face/online

_____

When will progress work be due and shared?

_____

Group Activity Plan

Please fill out according to the assignment requirements. Be as specific as possible so that everyone is clear what is being completed and by when. Feel free to add rows as required.

Project tasks / requirements	Who is completing this activity	Date to be completed

Group Member Signatures

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date: