# **Module 3 Team Contract**

*Add an X next to the option or options that apply to your team.*

We as team, agree to the following:

We will meet:

\_\_\_\_ Once per week

\_\_\_\_ Twice per week

\_\_\_\_ Other, explain: \_\_\_\_\_\_\_\_\_\_\_

We meet:

\_\_\_\_ On certain day(s) of the week: M. T. W. Th. F. Sa. Su *(circle one or more)*.

\_\_\_\_ At \_\_\_\_\_\_time of day *(insert time and include timezones)*.

\_\_\_\_ By deciding in each meeting when the next one will be (and then following up promptly by e-mail in case someone was not present).

\_\_\_\_ Other, explain: \_\_\_\_\_\_\_\_\_\_

We will communicate:

\_\_\_\_ By e-mail

\_\_\_\_ Other, explain: \_\_\_\_\_\_\_\_\_

We will meet:

\_\_\_\_ By zoom

\_\_\_\_ By Google meet

\_\_\_\_ Other, explain: \_\_\_\_\_\_\_\_\_\_

Everyone will respond to a given e-mail within:

\_\_\_\_ 24 hours

\_\_\_\_ 48 hours

\_\_\_\_ Other, explain: \_\_\_\_\_\_\_\_\_\_\_\_

We agree that everyone will contribute their fair share on the project, and will complete the agreed upon work according to the deadlines we set for the team.

*Sign and date the contract below, and keep it on record in a shared space for your team.*

Team Member 1 Full name:

Signed:

Date:

Team Member 2 Full name:

Signed:

Date:

Team Member 3 Full name (if applicable):

Signed:

Date: