



## TEAM CONTRACTS

*Fill out the table below with team information.*

Group Number \_\_\_\_\_

Team Members	Email address	Location

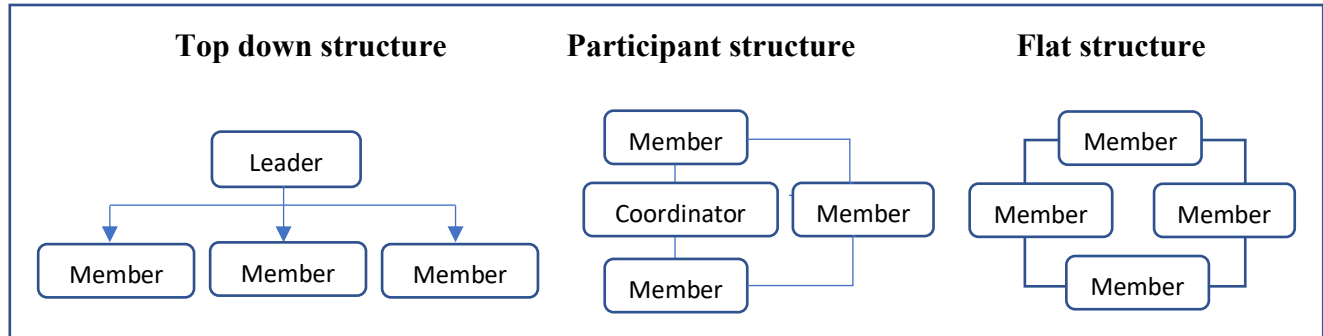
Team contracts are a crucial tool to develop expectations among team members and help them function together. Each section below has some instructions to help you develop ground rules for the team.

1. A good team usually has a common goal or vision. Develop a team mission statement that is realistic and best for the project as a whole.

*As a team we will (could be in paragraph or bullet form):*

2. When forming a team, it is essential to divide the work among the team members to know who is responsible for what and set the right expectations.

There are three team structures that you can choose from:



*Define the structure of your team and state the roles and responsibilities placed on each member to avoid misunderstandings.*

3. Participation and information sharing are key aspects of a good team. The whole team must have the same meaning by participation, how you will encourage participation and information sharing.

*Define the expectations from everyone in the team regarding participation and information sharing.*

4. Communication among the team members is essential. You need to define the methods of communication, frequency, duration, response time, under what conditions can someone miss a meeting or not respond, and

*Develop some ground rules for communications of the group members.*

5. Making team decisions and consensus must be agreed upon by team members in advance. Team members need to know how to get input from the entire team and choose from different suggested options.

*Decide how to make decisions and solve problems.*

6. Conflict can be viewed as disagreement and also as an opportunity for growth. Teams need to think about conflict and providing constructive feedback.

*Determine how you will find common ground for agreement and handle conflict when/if it arises.*

7. Team members are supposed to meet certain standards and quality of work. They also need to show accountability, respectful behavior and professionalism. There are consequences for incomplete work or being absent or late without following the agreed-on procedures for the team.

*Decide on what happens if one of the team members breaks one of the team rules.*

Team contracts should be signed and dated by all members to agree to uphold the goals, expectations, and consequences established by the team in this document.

_____ Signature	_____ Date	_____ Signature	_____ Date
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