

Team Contract Template

Course: DS/CMPSC 431W

Team Members: Hannah Sugden and Manasi Das

Team Leader: Both are co-leading

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

Group Members' Behavioral Expectations

What do you need from each other to work effectively as a team? Examples: "communicating in a timely manner with each other", "being punctual", "meeting deadlines", etc. Each member needs to include at least one behavioral expectation.

Name	Behavioral Expectation	Example
Hannah Sugden	Communicating and working out times that work for both of us, be on time to meetings, and helping each other understand everything	I will show up on time, make sure I get my part done by the deadline, and meet with my partner.
Manasi Das	Being kind and respectful. Communicating in a timely manner and help out.	I will work on everything on my own and with Hannah.

Skill Strength Identification

Each member must choose at least one skill that you feel is your strength. Be very specific in what activity you will apply this skill to the assignment.

Name	Skill Strength	Specify Activity
Hannah Sugden	Leadership	Take control of when we should get things done and communicate in a timely manner so that everyone is on the same page.
Manasi Das	Hard-working	I like to get things done sooner than later and I

		will work until everything works out and is a good job.

Skill Strength Identification

Each member must choose at least one skill that you feel is your strength. Be very specific in what activity you will apply this skill to the assignment.

Name	Skill Development	Specify Activity
Hannah Sugden	Time Management	I enjoy getting things done ahead of time so I am trying to manage all other activities and this.
Manasi Das	Teamwork	I am good with working with other people and am accommodable to others and am patient.

Participation: We agree to....

Get together and work on things as a team and not split the work. We want to both learn how this process goes and to do that, we have to work together.

Communication: We agree to...

Answer each other within a reasonable time and let each other know who needs help understanding something and teach each other.

Meetings: We agree to....

Meet at least 3 times to work on the project and make sure we are on the same page with everything.

Conduct: We agree to...

Be kind and help each other without getting frustrated because we are all learning.

Conflict: We agree to...

Take a step back if any problems occur. We don't believe that will happen so we should be good!

Deadlines: We agree to...

Get things done a little before hand in case we need help outside of just us and have time to be able to do that.

Progress and Assessment

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. Include Critical Review Dates

Project Tasks / Requirements	Who Is Completing This Activity / Task	Date to be Completed
Application description and the features that go along with it	Both	9/29
Design the database and build it and have our queries ready	Both	10/10
User manual that is efficient and understandable	Both	10/30

CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

Team Member's Name	Team Member's Signature
Hannah Sugden	Hannah Sugden
Manasi Das	Manasi Das