# **Module 7 Project Team Contract**

*Please meet with your team to discuss how you will work together as a team, sign this form (just typing your name is fine), and have one team member submit for your team.*

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

We as a 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 time zones)*.

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

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

We will communicate:

\_\_\_\_ By email

\_\_\_\_ By group chat on WhatsApp

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

We will meet:

\_\_\_\_ By Zoom

\_\_\_\_ By Google Meet

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

Everyone will respond to a given email within:

\_\_\_\_ 24 hours

\_\_\_\_ 48 hours

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

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

*Sign (or type in your name) 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:

Signed:

Date: