

Team Agreement [Template]

We, the members of the Capstone 200X *project*, hereby agree to adhere to the following rules of conduct in our group project. It is understood that failure to do so will be reflected in our individual and group performance evaluations.

Group name:

1. Communication

We agree to utilize communication in all manners possible. We respect the utility of email and telephone and agree to respond to messages within ____ hours of reception. When we are in group meetings we will: participate verbally, listen attentively, and encourage other group members to participate as equal partners.

2. Attendance

In the event of unforeseen circumstances, we agree to notify fellow group members, as appropriate, of our inability to attend prior to the event. Confirmation is required.

3. Individual Activity

We agree to attend regularly scheduled group meetings individually prepared for our upcoming plans of action.

4. Performance

We understand that our individual and team performance standards are to be same as they would be for a professional paid service. We will demonstrate professional courtesies, including keeping to agreed-upon action timelines, treating group members with respect and full consideration.

5. Time Management and Charting Progress

We agree to adhere to all progress deadlines, group directives, and reasonable instructor requests.

6. Decision Making

We agree to make decisions in the following democratic way: we will strive for consensus; if consensus is not reached, we will...

7. Conflict Resolution

In the event of conflict between members of the team, we agree to the following course of action:

8. Individual team member responsibilities

9. Additional Agreements

Team member names and signatures:

Name:

Signature:

Name:

Signature:

Name:

Signature:

Name:

Signature:

Name:

Signature:

Name:

Signature: