Contract of Collaboration

Team Name:

Team Members and Contact Information

First Team Leader:
Note: We intend to rotate the leadership responsibilities between team members

Ground Rules:

Clear Sense of Purpose, Roles, and Work Assignments:

❏ Each week on Monday, the assigned leader will send an email with the week's tasks and meeting agenda
and turn in everything that is due that week (on or before the due date). This could be with a weekly agenda or other organizational tool.
❏ At the beginning of each meeting, we will set an informal climate and ensure that we talk to one another - and just be people before we begin to work on the nitty-gritty details!
❏ After reconnecting, we will review each previous assignment, discuss any feedback from our instructor, and openly share strengths to celebrate and areas that could have been improved.
❏ Before ending our meetings, we will create a list of tasks to be completed prior to the next meeting and confirm the person who is responsible for each task.
❏ Within the course structure, we will periodically engage in a self-assessment exercise to examine strengths and areas for improvement in the ways that are group function.
❏ We are committed to having fun and enjoying our time!

Shared Leadership:

❏ We will rotate the role of leader within the group.
❏ Using the syllabus, we will establish a schedule chart designating the major tasks to complete and the week's assigned leader.
❏ Every assignment that we turn in will reflect something that each team member brings to the group.

Participation:

❏ Each member will commit to put his/her highest effort into completing all assignments and follow through on every task chosen.
❏ Each person will commit to actively participate and attend every session unless otherwise avoidable.
❏ If a session must be missed, the absent team member will notify everyone of their absence in advance of the meeting (via email or text message) plus ensure active engagement in the week's assignment (in spite of the absence).
❏ We will be respectful of everyone's time, yet remain flexible.

Listening:

❏ Each member will be treated as a valued member of the team with something important to contribute.
❏ We will actively listen to each group member's input.

Communication, Consensus and Disagreements:

❏ We will use create a shared folder in Google Drive to house assignments so that we may work on them collectively (synchronously or asynchronously); we will create a shared folder in Box and use it to save final assignments and when using applications that are not compatible with Google.
❏ We will generally plan to meet on Zoom each week for one hour on [day and time] and as needed on [day and time].
❏ We will strive to keep everyone in the loop through email communications and Google Doc comments while working between meetings.
❏ We will be transparent in our communications and we will not be afraid to ask for help.
❏ We will seek to reach consensus for all group decisions.
❏ For every disagreement, we will commit to honestly convey our opinions, listen carefully, and use the steps of collaborative conflict resolution to develop solutions upon which we can all move forward.