**Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
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| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
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| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
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| ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles? |
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| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
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By signing this contract, we confirm that:

* we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
* we agree to abide by the contents of this contract

Team member name and date

Team member name and date

Team member name and date

Team member name and date

Team member name and date