**TEAM CONTRACT**

**Team name:**

**Team purpose:**

**Team behaviours (rules of engagement)**

*Basic*

*Meeting*

*Decisions*

*Accountability*

*Conflict resolution*

*Team leader’s role*

*Distribution of work*

*Administration of project documents is as follows*

**Team members (names, roles, responsibilities)**

**Team meeting schedule**

**Team member signatures**

**TEAM CONTRACT**

*In blue text are notes to help you complete this team charter. Effective teams have very clear project goals and set out their expectations for the project, themselves, and each other at the start of the project. This document allows you to have conversations about the project and the process of working together, and to create a set of agreed-upon guidelines.*

**Team name:** *Create a team name – this will be part of your identity as a team.*

**Team purpose:**

* *What are the outcomes of this project?*
* *What will the team do? For example, create a project plan (including timeline), communicate regularly, and/or develop a budget.*
* *What are the main responsibilities of the team?*

**Team behaviours (rules of engagement)**

*Example rules of engagement are listed underneath each subheading. These are the bare minimum; you are expected to have more detail in this.*

*Basic*

* *No phones for texting or calling during meetings except when…*
* *Listen to each person’s views and no interrupting*

*Meeting*

* *Arrive on time or provide notice to the team leader / all team members via text message if you are unable to attend.*
* *Arrive prepared for the meeting*
* *Complete tasks from the previous meeting*

*Decisions*

* *Decisions will be made on…[what types of information?]*
* *Decisions will be made using [what kind of process?]*
* *Decisions will be made based on what is reasonable at the time / in the time available, rather than aiming for perfection.*

*Accountability*

* *Team members must provide a weekly update on their progress*
* *All members must attend all meetings, perform the allocated tasks, and share the responsibility if something goes wrong.*

*Conflict resolution*

* *Focus on the problem and not the people*
* *Keep on topic*
* *Listen to others’ views and acknowledge others’ views before presenting your own*
* *Follow the 4-step conflict resolution process:*
  1. *The individuals involved will try to resolve the conflict with each other.*
  2. *If they are not able to, then the team leader will intervene*
  3. *If a resolution is not reached, then an outside facilitator will mediate*
  4. *When the conflict has been addressed, the other team members will be advised of the outcome.*

*Team leader’s role*

* *Facilitates meetings (including keeping meetings on topic and on time; ensures that each team member gets a chance to facilitate meetings and take on other roles such as time keeper, note taker, challenger of groupthink))*

*Distribution of work*

* *What are the different components of the project? What steps/tasks are needed within each component? Approximately how much time would each task take? What constitutes equal components in this particular task?*

*Administration of project documents is as follows*

* *Use Google Docs that are saved in a shared folder*
* *Keep a spreadsheet of weekly achievements*

**Team members (names, roles, responsibilities)**

**Team meeting schedule**

*An example would be meeting every Tuesday at 1pm to 2pm from 28 February 2023 until the project is completed.*

**Team member signatures**