Team Contract

Purpose: The purpose of developing a team contract is to jump-start your work together as a team, to help avoid the problems commonly faced by many teams, and to facilitate continual improvement of your teamwork throughout the entire project. By addressing the following issues, you should be able to enhance your team performance, member satisfaction, and learning.

We know that you have already discussed many of these concepts—that was on purpose. Having completed some of those discussions should help facilitate completing this contract. The point of the contract is to have the discussion AND agree on set norms.

Instructions: Develop your team contract through mutual discussion and consensus during your team meeting. Please complete the following components.

Course Name:

Names of Team Members:

Shared Cognition:
a)   What is your team's goal for this project?

Leadership & Roles:
a) What leadership style will your team use?
b) What will be each person's role?
c) Will roles change and adapt? How?

Communication Norms:
a) Will your team have regular team meetings? When and where will your team meet?
b) How will you meet as a team? (face-to-face, using video conferencing, etc.)?
c) What are the rules for your team meetings?
d) What will be your method of completing assignments (virtual meetings, face-to-face meetings, splitting up the work, etc.)
e) What are the norms for responding to virtual communication? (e.g., respond to emails within 24 hours, etc.)

Operating Guidelines:
a) How will your team make decisions?
b) What are your team's expectations regarding team member performance and contribution quality?
c) What are your team's expectations regarding cooperation and attitudes?

D) What are your team's expectations regarding meeting attendance, punctuality, and participation?

Conflict Management:
a) What strategies will your team use to resolve differences of opinions among members?
b) What strategies will your team use to deal with non-cooperative or underperforming members?
c) How will your team handle unexpected issues (e.g. family emergencies, illnesses, etc.)?

Outside Commitments:
a) What outside commitments (family, job, personal) that could impact an individual's ability to work on this team project?

Indicate full team agreement on these decisions: All Team members must indicate their agreement by typing their names at the bottom of this document.