

CONSULTING TEAM CONTRACT

The purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility of team conflict.

Make your contract as specific as possible.

Consulting Firm:

Mission:

Client:

Message:

Team Members:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Team Leader for Client (Professor) Contact: _____

Team Communication Protocol

Explain the channel(s) and frequency of team communication:

Team Meeting Schedule

Date	Time	Location	Facilitator*	Note Taker**	Goal

**The facilitator will create a written meeting agenda and provide the agenda to the team before the meeting.*

***The note taker will record meeting minutes and will provide the minutes to the team after the meeting.*

Team Strategies

Strategies to ensure cooperation and equal distribution of tasks:

Strategies for encouraging/including ideas from all team members:

Strategies for keeping on task during team meetings:

Strategies for making decisions:

Strategies for handling infractions of any of the obligations of this team contract:

Team Activity Plan

Please fill out the chart below according to the presentation requirements. Be as specific as possible so everyone is clear what is being completed by whom and when. Add rows, if necessary. Clarity of requirements and tasks is often an indicator of a high-functioning team.

Presentation Requirement/Task	Who Will Complete Task	Date To Be Completed

Please sign your name below to indicate the following:

- *I participated in formulating the roles, strategies, and protocols stated in this contract.*
- *I understand that I am obligated to abide by these terms and conditions; my team members and the professor will evaluate my performance using the team contract as a standard.*

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

4. _____ Date: _____

5. _____ Date: _____

6. _____ Date: _____