**Team Contract**

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

Team Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is important that certain group positions are well defined. For instance, the group should decide on a **leader**. Moreover, the group may want to choose a **secretary** who will keep notes of meetings, as well as a **project manager** whose job is to plan the work flow of the project, so that it is actually completed on time. In case the project involves communication is with a case company, the group should decide on a **contact person** who will undertake all communications with the external partner; it is confusing for a partner if they get emails from many different people. You needn’t select someone for all positions, but the contact person is a requirement if you are working with an external partner.

|  |  |
| --- | --- |
| **Position** | **Group Member** |
| Leader |  |
| Secretary |  |
| Project Manager |  |
| Contact Person |  |
| Other: |  |

Next, please work through these additional group considerations. The goal here is to ensure that all group members have an aligned understanding of what is involved.

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
|  |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
|  |
| SPECIAL SKILLS: What particular skills does each group member bring? How can these best be leveraged to make the project a success? |
|  |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
|  |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
|  |

|  |
| --- |
| Are there any SPECIAL CONSIDERATIONS that need to be made? E.g. will a group member be absent for an extended period of time? What will be done to manage these? |
|  |
| Are there any special considerations that need to be made? E.g. will a group member be absent for an extended period of time? |
|  |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name Signature

Team member name Signature

Team member name Signature

Team member name Signature

Team member name Signature