

# TEAM CONTRACT

Team Name :

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These are the terms of conduct and cooperation that we agree on as a team.

## Decision making:

How do we as a team take decisions? Consensus, expertise, votes, etc?

## Time management and meetings:

Do we work daytime, evenings, weekends?

Is it acceptable to be late for a team activity? How late?

What is acceptable absence? Can one member be absent 20 percent of all the meetings?

## Communication and conduct:

How do we communicate online and offline?

In what manner do we communicate with each other? What is appropriate and what is not?

Is phone calls, texting, browsing allowed during our meetings?

## Conflict and problem solving:

How do we handle conflict in the team?

In what ways do we address disagreement?

How do we seek resolution?

## Member names and signatures: