Team number:\_\_\_\_

Team members :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM CONTRACT

**Decision making:**

In what way do we as a team make decisions? (based on consensus, expertise, votes in the team?)

**Time management:**

When are the team members expected to be available? (do we work daytime, evenings, weekends?)

Is it acceptable to be late for a team activity? (how late is acceptable?)

What is an acceptable absence? (is it ok for a member to be absent 10%, 30% of the meetings?)

**Communication and conduct:**

How do we communicate online and offline?

In what manner do we communicate with each other? (what is appropriated and what is not? Is there some language that should be avoided? Is it phone calls, texting, browsing allowed during our meetings?)

**Team values:**

What values are important in our team?

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team members signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_