

APPENDIX 1 TEAM CONTRACT EXAMPLE, [Print this contract.](#)

TEAM CONTRACT

Project:

Team:

Team Members:

Team Procedures

1. Day, time, and place for regular team meetings:

2. Preferred method of communication (e.g., e-mail, text message, phone call, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

3. Decision-making policy (e.g. by consensus, by majority vote):

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Team Expectations

Work Quality

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

2. Strategies to fulfil these standards:

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

2. Strategies for encouraging/including ideas from all team members (team maintenance):

3. Strategies for keeping on task (task maintenance):

4. Preferences for leadership (informal, formal, individual, shared):

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks.

Consequences for Failing to Follow Procedures and Fulfil Expectations

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract:

[Empty rectangular box for group response]

2. Describe what your team will do if the infractions continue:

[Empty rectangular box for team response]

- a) I participated in formulating the standards, roles, and procedures as stated in this contract.
- b) I understand that I am obligated to abide by these terms and conditions.
- c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

- 1) _____ date _____
- 2) _____ date _____
- 3) _____ date _____
- 4) _____ date _____
- 5) _____ date _____