# Team Contract (template)

A template for a team contract follows. You may modify it to fit your team needs and preferences. Be sure to provide adequate detail to inform people of expectations and to provide a basis for evaluating teamwork and resolving differences. When your contract is completed submit it to your lead instructor before your first instructor/team meeting. Plan to allocate some time at the first instructor/team meeting the review/revise this document prior to its finalization.

## Section 1: Team Name and Mission

* What is your team name?
* What is the mission of your team in 1-2 sentences?

## Section 2: Membership

* Who are the team members?
* What consultants/mentors/instructional staff are associated with this team?

## Section 3: Roles and Responsibilities

* Who will be in charge of your budget?
* Who will be the primary client contact?
* Who will organize team meetings?
* Who will be in charge of keeping team documentation?
* What other roles are critical to team success?
* How will roles be selected/assigned?
* What are the key responsibilities associated with each role?

## Section 4: Team Relationships

* Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
* Members will…
* Members will NOT …

## Section 5: Joint Work

### 5a. Purposes of Joint Work

* Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
* Members will…
* Members will NOT…

### 5b. Team Meetings

* Team meetings are an important example of working together.
* Where and when will the team meet?
* What components are required in team meeting agendas?
* How will meeting minutes be taken/circulated?

## Section 6: Individual Work

* Team members are expected to work alone in many cases to complete work important to the team.
* How will work assignments be made?
* How will quality expectations be established and verified?
* How will due dates be established and verified?
* How will status of work in progress be communicated?

## Section 7: Documentation and Communication

* The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
* What individual documentation will be kept?
* What team documentation will be kept?
* What is the process for communicating with other team members?
* What is the process of communicating with your client/outside stakeholders?

## Section 8: Conflict Resolution

* The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
* What process will be used to address conflicts?
* How will team dynamics be communicated to instructors/mentors?

## Section 9: Amendments

* Where will this team contract be kept?
* How often will the contract be reviewed?
* How can the contract be amended?

## Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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| **Name** | **Signature** | **Date** |
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