

Team Contract

Teams are responsible to fill out any and all areas of the contract in blue below.

Team Name:

Team Member Names:

_____	_____
_____	_____
_____	_____

1. Document Purpose

The purpose of this team contract is to outline the standard operating practices and team norms of the above named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are agreed to by all team members as indicated by their signature at the end of the contract. Any amendments to the contract must be discussed and agreed to by all signing members. Failure to abide by the outlined standard operating practices of this contract could harm the team's overall functioning and result in penalizing action as detailed in the contract.

2. Rules and Regulations

The team agrees to the following guidelines regarding general procedures, practices, and behaviours that are deemed acceptable.

A. Expectations

i. Project Expectations

- Detail the goals, level of quality, and acceptable outcome(s) for the project.
- Outline the expected procedure of overall project deadlines set as a team and self-imposed deadlines or milestones set by individual members.
- Describe how the team will distribute contribution to the project equally among members and how to address inequality of member contribution throughout the project.

ii. Member Expectations

- Detail the expected level of effort and the standard of work that is expected from each member.
- Outline the expected weekly time commitment for each member.
- Describe the academic integrity and honesty policies team members are expected to adopt and adhere to (e.g., plagiarism, pirating, false reports, citations, etc.).

iii. Role Expectations

- Outline the role titles and role descriptions within the team. Include the tasks and responsibilities that each role is accountable for.
- Detail the agreed upon role assignment within the team. In instances where there are multiple individuals assigned to a role, assign a lead member to be responsible for accountability.

B. Communication

- i. **Communication Medium**
 - Describe the preferred medium for communication regarding the project.
- ii. **Communication Timelines**
 - Outline the agreed upon acceptable hours of communication delivery (e.g., weekdays only, 9-5, etc.).
 - Detail the expected timeliness of responding (e.g., within 24-hours except on weekends) and if this expectation changes across the group project (e.g., quicker response times closer to project deadline).
- iii. **Communication Code of Conduct**
 - Outline the expected standard of respectful and professional communications both internal (i.e., between members) and external (e.g., mentors) to the team.

C. Team Meetings

- i. **Scheduling**
 - Outline the agreed upon meeting schedule and how this schedule is changed if unanticipated time conflicts arise.
- ii. **Involvement**
 - Detail how the team will ensure all team members are involved in team meeting discussions and decisions.
 - Outline the expectation of team members in regards to preparation for team meetings.
- iii. **Attendance & Notice**
 - Detail expectations regarding meeting attendance, tardiness, absences, and make-up sessions regarding team meetings.
 - Outline procedures (e.g., amount of notice, contact medium, make-up meetings, etc.) team members are expected to follow if they anticipate being late or absent from a scheduled team meeting.

D. Team Conflict & Decision Making

- i. **Conflict Code of Conduct**
 - Outline the expected code of conduct when team members experience disagreements about the project, processes, or interpersonal differences.
- ii. **Initial Conflict & Conflict Escalation**
 - Detail the steps that team members are expected to follow in order to work through an initial conflict.
 - Outline escalation procedures for team members to follow if initial conflicts cannot be resolved, including individuals who will have ruling and authoritative decisions in the conflict (e.g., team leader, mentor*, etc.).
**If this individual is external to the team, their signature is also required to acknowledge they understand their role as an impartial judge within a conflict situation.*
- iii. **Decision-Making**
 - Outline how the team plans to come to an agreed upon decision.
 - Outline procedures to follow when sub-groups (i.e., not including all team members) make project decisions.
 - Detail what the team will do when one or two team members have a different view of a decision.

- Detail the steps the team will take if a decision cannot be reached including individuals who will have ruling authority in a final decision (e.g., team leader, mentor*, etc.).
*If this individual is external to the team, their signature is also required to acknowledge they understand their role as an impartial judge within a decision-making situation.

E. Stress Management

i. Monitoring & Assistance

- Outline how team members will reduce stress, manage their workload, and prevent burnout. Include how members will monitor one another and provide assistance when needed to help a fellow team member who is struggling.

ii. Resources

- Outline at least three resources available for team members to reduce stress, manage their workload, and prevent burnout.

F. Contract Code of Conduct

i. Contract Breaches

- Outline the agreed upon procedure for handling individuals who are in breach of the team contract. Specifically, outline how the team will identify and track breaches, discuss the breach, and inform the member in question (e.g., verbal warning, written warning, three strikes, etc.).

ii. Penalties

- Detail the agreed upon procedure for deciding any penalization for members in breach of this contract (e.g., allocation of peer feedback marks). Consider how you would want the situation handled if you were the one in breach of the contract.

3. Declaration

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

Team Member Signature

Date

Team Member Signature

Date

Team Member Signature

Date

Team Member Signature

Date

Team Member Signature

Date

Team Member Signature

Date