**APPENDIX 1 TEAM CONTRACT EXAMPLE,** Print this contract.

**TEAM CONTRACT**

Project:

Team:

Team Members:

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| **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.

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

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1. I participated in formulating the standards, roles, and procedures as stated in this contract.
2. I understand that I am obligated to abide by these terms and conditions.
3. 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_