

## TEAM CONTRACT WORKSHEET

A team contract is an agreement between you and your teammates regarding your goals, expectations, communication, and accountability/support. Use the following worksheet to discuss personal and team attributes that will form a foundation for an understanding, reflective, and supportive team culture.

### GETTING TO KNOW EACH OTHER BY LISTENING AND LEARNING

Team Name: \_\_\_\_\_

**Team Membership:**

Member Name	Member's Strengths

**Utilizing Team Strengths:** *(How will your team utilize the strengths of individual team members to support the whole team? i.e. if organization is a strength of one team member, will they prepare the agenda for team meetings?)*

**Team Values and Goals:** *(Are these the same as each team member's values and goals?)*

- 1.
- 2.
- 3.

### COMMUNICATION

**Method(s) of Communication:**

**Time/Date/Location of Weekly Team Meeting:**

**Strategies for Effective and Timely Collaboration and Communication:**

## GETTING THE DISCUSSION STARTED

**What is the level of participation and quality of work for each team member?**

*(Is it acceptable for one or two team members to do more work than the others to reach a team goal? If so, under what circumstances? (i.e. Earn an "A"? What if one member only wants to earn a "B"?)*

**How will the team handle when team members have different opinions on the quality of work?**

## TEAM EXPECTATIONS:

**What is the expectation of team member preparation prior to meeting times?**

**What is the expectation of team member attendance and participation?** *(Out-of-class meetings? In-class meetings?)*

**How will team tasks be assigned?** *(Where will you record who is responsible for which tasks?)*

**When will individual tasks be due for feedback and critique from the team as a whole?**

**How will you make decisions as a team?**

## STRATEGIES FOR ACCOUNTABILITY AND SUPPORT

**How often will your team meet to discuss this team contract and provide each other with constructive feedback regarding these expectations?** *(As the project continues, this contract can be updated as new sources of conflict arise).*

**Provide some constructive procedures and methods that the team will use to support one another in meeting the team's expectations and project deliverables.**