

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 |
|-------------|--------------------|
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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.