**Team Contract**

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| **Name** | **Primary Contact information** |
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1. **Communication:** How will you primarily communicate with each other? (text, email, WhatsApp, Zoom, Skype, D2L, etc.)

1. **Response time:** How quickly do you expect group members to respond to communication?
2. **Meetings:** Where? When? How often? What happens when someone misses a meeting or is late?
3. **Meeting agenda:** How will you plan and structure your meetings? Who will set the agenda? When and how will the agenda be circulated?
4. **Division of labour:** How will you ensure cooperation and equal/fair distribution of tasks?Consider dividing tasks according to individual strengths.
5. **Timeline**: What tasks have to be completed and when?
6. **Input:** How will you ensure inclusion of and respect for ideas from all team members?
7. **Decision-making:** How will you make all key decisions (consensus, majority, open or secret votes, etc.)
8. **Expectations** for the deliverable: What are the project standards? What strategies can you implement to fulfill your project standards?
9. **Accountability:** What are the team expectations regarding attendance, punctuality, participation, preparedness, task completion, deadlines, communication with the team, commitment, etc.
10. **Feedback:** Will you implement a feedback process for tasks completed, and how will the feedback be delivered? What are the standards for feedback?

1. **Emergencies:**  How will you manage emergencies? For example, what happens when illness, care responsibilities, or other unexpected events prevent a group member from participating in group work or the presentation itself, either temporarily or permanently.
2. **Conflict resolution**: What happens when team members violate one or more terms of the contract or their work doesn’t meet group expectations? When should the issue be addressed (e.g. within what time frame should it be discussed)? How should the issue be resolved (e.g. in person or over email, only individuals involved or whole team, should the instructor be involved, etc.)?

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1. *In completing this document, I acknowledge that I actively 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 face the consequences stated in this contract.*