**Team Contract**

The contract you submit must be **typed and signed by all members of the team**. A copy of this contract should be scanned and posted to your group’s website by Friday. For full credit, your contract must include the following information. How you organize and format this information is up to you.

**1. Team name.** You can have some fun with this, but choose something that sounds professional. Names that are offensive in any way will not be accepted.

**2. Names, email addresses, and phone numbers for all members of the team.** Take the time to ensure all of this information is accurate.

**3. Team meeting time(s)**: When possible, we have time at the end of class for teams to meet. We strongly suggest, however, that teams reserve a minimum of one hour per week outside of class time to meet. You will not necessarily need to meet outside of class every week, but you will need to coordinate your schedules to find a time that works for all members when full team meetings are necessary. Teams are most successful when they establish a set meeting time and place and protect that time on their calendars, rather than vary the time and place week to week. If you have identified a set meeting time, include it in the contract. If you will need to vary the time week to week, indicate that.

**4. Member expectations**: As a key part of this assignment, the team should write a list of behaviors that you expect from all members to ensure a satisfying team experience. Below are some topics to discuss as you formulate your expectations:

• What is your team’s expectation for meeting attendance? If a member cannot attend a meeting, how and when should they notify the team?

• How should members prepare for team meetings? Will your team make use of an emailed or otherwise shared agenda to aid preparation?

• Do members expect “working meetings” which generally run longer but leave less work to be done between meetings, or do you prefer short meetings to review the work that members have done on their own?

• How will the team communicate between meetings, such as when draft documents are being reviewed? Will you use email, phone calls, texting, Google docs, Dropbox, etc.? What is the expectation for responding to messages/posts (same day, weekdays only, etc.)?

• How will you differentiate a “distress call” requiring immediate response from less urgent communications?

• How will you make sure that everyone gets a chance to discuss issues or raise concerns?

• How will you resolve differences and make decisions?

• How will you change things that are not producing results?

Be sure to include among your member expectations any other issues that you consider important for the maintenance of a productive group. During the semester, the warning system described in the syllabus and in the next section will be available for you to enforce these expectations.

**5. Grounds for dismissal.** Teams are empowered to dismiss non-performing members of the team if sufficient cause exists. Dismissing a member from your group means that they will no longer receive credit for the assignment that your group is working on, so it should be taken very seriously. Dismissal is to be considered when a team member has repeatedly violated the terms of the team’s contract. Such violations must be documented in writing as they occur throughout the semester, and both instructors must be copied on each warning. Each team’s contract will specify the conditions for issuing a written warning. If a student accumulates 3 written warnings he or she may be dismissed, subject to approval by **both** instructors. Both instructors **must** receive a copy of all written warnings issued. In this section of the contract, specify what type of behavior would warrant a first warning, a second warning, and finally dismissal. **Be as specific as possible.** Below are some examples of specific language.

Members will receive a written warning if any of the following occur:

• 2 instances of being more than 5 minutes late to a team meeting

• 1 instance of missing a team meeting without a valid excuse

• 2 class absences without prior notification of team members

• 2 instances of missing agreed upon deadlines to submit work to the team

The grounds for firing should be clearly aligned with the member expectations you established in Part 4. The main difference is that while the code sets forth ideals for the team, the grounds for dismissal outline a specific set of undesirable actions and consequences.

**6. Initial Team Leader.** This is the name of team leader. The team leader does not have to be permanent for the entire semester, but you need to designate your first team leader.

**7. Team Vision Statement.** Write a one or two sentence statement that defines your team goal.

**8. Signatures of all team members.** All members need to sign the contract to make it a binding agreement.