**Team Contract**

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

|  |
| --- |
| Goals: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
|  |
| Expectations: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, quality of work, and so on? |
|  |
| Policies and Procedures: What rules can we agree on to help us meet our goals and expectations? |
|  |
| Consequences: How will we address nonperformance in regard to these goals, expectations, policies, and procedures? |
|  |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name

Team member name

Team member name

Team member name

(Form adapted from Carnegie Mellon University, 2020)

**Reference**

Carnegie Mellon University. (2020). *Sample group project tools.* Retrieved from https://www.cmu.edu/teaching/designteach/teach/instructionalstrategies/groupprojects/tools/index.html