

Team Contract

A **Team Contract** is a document prepared by each team prior to starting work on group projects. Students should be held accountable and responsible for their own actions. Students will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your group to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of group members. The contract should be developed and signed BEFORE starting the actual course project. **For the Team Contract to be valid, provide the signed and dated original contract to me by the specified deadline on your course schedule. Give a photocopy of the original to each group member for their records.** This document is more for your group than it is for me so feel free to tailor it to your group's needs.

Project Team Name: _____

	Team Member Name:	E-Mail	Telephone/Other Contact Info
1			
2			
3			
4			
5			

A. Team Structure:

1. Leadership structure (individual, individual with rotating leadership, shared):

2. Decision-making policy (by consensus? by majority vote?):

3. Who is the team Recorder/Documentation Manager/Maintainer of all required turn-ins?

4. Day, time, and place for regular team meetings:

5. Usual method of communication (e.g., e-mail, cell phone, wired phone, in person):

B. Team Procedures:

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/remembered? Who will be responsible for the team following the agenda during a team meeting?):
2. Method of record keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?):
3. Procedures in the absence of a team member: (will the team meet with one member absent, or must all members be present?):

C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:
7. Strategies for encouraging/including ideas from all team members (team maintenance):
8. Strategies for keeping on task (task maintenance):

D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks.

E. Consequences of breach of contract:

What procedures and penalties do you wish to implement in the case of "slackers" or team members who deviate from your Team Contract? You basically have two options here: 1.) **No Peer Evaluation** or 2.) **Peer Evaluation**. Either option is acceptable to me, but I strongly advise you implement **Peer Evaluation** so that you have a mechanism in place if problems arise.

1. **No Peer Evaluation:** Your group may decide that you do not want any form of peer evaluation and that you will trust each other to pull their weight throughout the entire semester. If that is your decision, in this section of your contract, simply specify the following statement: **All group members will receive the same grade on every aspect of the project regardless of their contribution and regardless of any problems that may arise throughout the semester.**
2. **Peer Evaluation:** If you would like some form of peer evaluation, specify the following statement: **Our team will conduct peer evaluation as part of this project.**
 - You **cannot** change any aspect of the team contract, particularly the "Procedures" section, once the signed contract has been turned in to me. Therefore, be VERY SPECIFIC on the Procedures section and spend some time thinking about this section. The only way I will accept a change to your Team Contract is if ALL members of your team sign and date a written amendment to your initial agreement.
 - If you do some form of anonymous peer evaluation, please collect them in sealed envelopes from each team member. Turn in the entire packet of sealed envelopes no later than the day your project is due or, if applicable, the date specified on the course Schedule.
 - If your project has a mid-semester benchmark or group presentation, in addition to a final project, consider whether or not you want peer evaluation for these aspects as well as the final project. If your team is doing peer evaluations throughout the semester, in addition to the date your project is due, include such due dates on your contract.
 - I will provide notification via e-mail to any student whose grade may be lowered as a result of the peer evaluation.

1. Policies for handling infractions of any of the obligations of this team contract:

2. Policies for handling persistent infractions:

F. Certification by team members:

In appending your signatures below, you are stating that:

- a) *You participated in formulating the standards, roles, and procedures of this contract;*
- b) *You have agreed to abide by these terms and conditions of this contract;*
- c) *You understand that you will be subject to the consequences specified above and may be subject to reduction in overall course grade in the event that you do not fulfill the terms of this contract.*

Printed name:			
Signature:		Date:	
Printed name:			
Signature:		Date:	
Printed name:			
Signature:		Date:	
Printed name:			
Signature:		Date:	
Printed name:			
Signature:		Date:	

G. Acceptance of contract by faculty:

This contract does not take effect until it is accepted by the supervising faculty of senior design as evidenced by their signatures below:

Printed name:			
Signature:		Date:	
Printed name:			
Signature:		Date:	