**Sample Team Contract[[1]](#footnote-1)**

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Team Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 each other for meeting attendance, quality of work, engagement, frequency of communication, etc.? Are there challenges you want to share that can affect performance (health, mental health, etc.)? |
|  |
| POLICIES & PROCEDURES: What guidelines can we agree on to help us meet our goals and expectations? |
|  |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, and procedures? |
|  |

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

Team member name, Role

Team member name, Role

Team member name, Role

Team member name, Role

Team member name, Role

*FEEL FREE TO START BRAINSTORMING FOR YOUR PROJECT HERE:*

1. Adapted from CMU’s Eberly Center: https://www.cmu.edu/teaching/designteach/teach/instructionalstrategies/groupprojects/tools/index.html [↑](#footnote-ref-1)