

Team Contract Requirements

Who You Are

1. List your team members.
2. Give your topic.

Communication Plan

1. List the contact information for each team member, in whichever form you want to communicate.
2. Set meeting times/dates/locations (doesn't have to be in person).
3. Set communication rules.

Examples:

- Team members must respond to each other within 24 hours.
- Group members will use a GoogleDoc or a wiki or a collaborative app to share information.
- Group members must notify the group immediately if there is a problem.

Task & Time

1. Distinctly determine what each team member must do for what part of the project. Fairly divide up the project elements and tasks among team members. Explicitly state in the contract who is in charge of what.
2. List due dates & times for each set of required materials. When must group materials be submitted for group review? How will you share materials with each other for review, or will you meet in person to do a review together?

Leadership & Conflict Resolution

1. If a team member is falling behind and needs help, what is the team's policy?
2. What will be the team's process if a team member's work is not completed on time or if the team wants a revision done?
3. If a team member fails to check or respond to other team members' messages, what will you do?
4. Who is in charge of posting or submitting work on the team's behalf?