Team Contract and Team Agreements

A team contract is an important tool for helping individuals function together as a team. They reflect what is important to the members about how they work together.

What are 3 of your team’s qualities that will lay a foundation for positive and successful teamwork?

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

What are 3 potential team challenges that you will focus on keeping out of your group dynamic?

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

Team Ground Rules

– Use the next page to document your team’s ground rules and accountabilities
Team Agreements and Accountabilities

For each category, list 1-3 ground rules that your team agrees upon.

For each category, please choose one team member who will help keep the group accountable to the established team rules.

Sample Ground Rules:
1. Everyone will participate and take ownership of group projects.
2. Team members will complete assignments on time.
3. Respect the value of each individual’s contribution.

Attendance/Lateness (Point Person: ______________________)
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________

Participation and Information Sharing (Point Person: _____________)
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________ 

Decision-Making (Point Person: ________________________________)
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________

Professionalism (Point Person: ________________________________)
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________

Individual Contributions and Quality of Work (Point Person: __________)
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________


Team Agreements – Suggested questions to discuss

Attendance & Lateness
- How often should the team meet, in addition to the mandatory weekly meetings?
- When and how long should team meetings be?
- Under what conditions is it OK to miss a meeting?
- How do we inform each other if we are going to miss a meeting?
- How do we deal with lateness?

Participation & Information Sharing
- What do we mean by participation?
- How will/do we encourage participation?
- How are we going to share information?
- What is the flow of communication – between ourselves, with our client?
- How will people be held accountable?

Decision Making
- How do we make decisions?
- What decisions must be agreed to by all?
- What does consensus mean?
- How will we make decisions and solve problems?
- How will we handle conflicts?

Individual Contributions and Quality of Work
- What do we mean by quality?
- How do/will we encourage quality?
- How do we deal with individuals who dominate, don’t participate, resist, are too noisy/quiet?
- How will we monitor our process and progress?

Professionalism:
- How do we want to represent our team to our client?
- What are the key elements of professionalism?
- What areas of professionalism do team mates feel uncomfortable with/unsure of?
- How does the team define respectful behavior?
- How do we deal with inappropriate behavior?