

## 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?