

TEAM CONTRACT

Course Name:

Student Names:

Team Topic:

Professor:

Presentation Date:

Class Day / Time:

PROJECT VISION

(Team's Grade Expectation Eg. A+, A, B+, B, etc.)

What is the team's grade expectation on this assignment? Is there consensus?

Please ask each other: "Is each member committed to putting in the work to achieve this grade? If not, **how will the team resolve this?**"

Please circle/highlight the grade that you group is targeting:

- 50% to 60%
- 60% to 70%
- 70% to 80%
- 80% to 90%
- 90% to 100%

All members of the team must agree on the decision.

GROUP MEMBERS' BEHAVIOURAL EXPECTATIONS

What do you need from each other to work effectively as a team?

Examples: "*communicating in a timely manner with each other*", "*being punctual*", "*meeting deadlines*", etc. **Each member** needs to include **at least one** behavioural expectation.

This need should be brought to the attention of your team.

NAME	BEHAV. EXPECTATION	SPECIFIC EXAMPLE
<i>Example: George Green</i>	<i>Punctuality</i>	<i>All team members show up to meetings and class on time and with work done as per agreement</i>

ELEMENTS OF EFFECTIVE TEAMWORK

Each member should identify **at least one** of the skills below that you feel you **are strong in** and **one skill area that requires further development**.

Use this information in completing the sections “**SKILL STRENGTH IDENTIFICATION**” and “**SKILL DEVELOPMENT IDENTIFICATION**” areas below.

COMMUNICATION

For effective teamwork to occur there needs to be a free, open and appropriate expression of ideas and feelings at all times. Each member actively listens to other members, and after listening, provides effective non-judgmental feedback. Members take responsibility to communicate their ideas, thoughts, concerns, etc. Respectful communication (verbal and non-verbal) in response to cultural and personal differences contributes to team cohesion.

PARTICIPATION

Team members need to contribute fully to the best of their ability. Members need to take initiative in participating in the group tasks, especially in areas where they may have strengths. Those with greater ability may also need to help those who may be struggling by guiding, coaching or critiquing. Those who may be struggling should be clear when they need clarification or assistance. To make teams work well, members need to make concerted efforts to be available for meetings. Wanting the group to succeed will contribute to success – begrudging contributions will erode success.

GIVE AND TAKE

There may be various ideas of how to achieve success within the team. Therefore, members need to be open to compromise and recognize that it is sometimes better to give in than be “right”.

Members need to discern the differences between their own needs and those of the group, ideally putting needs of team before the needs of the individual.

LEADERSHIP

Each member can contribute by being a leader in the group – a group can have more than one! Members lead with the skills and abilities they possess. A member who promotes team actions, decisions and ideas demonstrates leadership. A leader recognizes that he/she needs the team, and lets each member know where they stand. Leadership is also required to initiate the resolution of team breakdowns.

ORGANIZATION

An effective team needs to be organized. Members determine how the team is organized. This in turn, contributes to a member understanding his/her responsibilities, ensuring things are getting done and that there is no repetition in completing tasks.

PREPARATION

For teams to be successful, members need to be responsible with their duties and do the work required as agreed upon. Otherwise, team progress could be impeded, especially if further steps are dependent on the required work. Everyone needs to know that they can rely on their team members in completing assigned tasks/preparation work so that the team can progress in its objective(s).

PROCEDURE

In order for teams to function well, they need to set up procedures, which will clearly identify members' responsibilities and expectations for each other. Some type of order is necessary for teams to function effectively and smoothly, otherwise teamwork may end up being inefficient, inconsistent and regularly in "crisis". Members need to function according to agreed upon procedures which will help to guide them in times of dilemmas.

CAPABILITY

Each member brings strengths to the group – not only existing skills and/or knowledge, but also the potential to learn, problem-solve and contribute to the team. Demonstrating one's interest and potential will often lead others to have more confidence in that member.

COMMITMENT

Members who are committed will often be the ones taking initiative to achieve goals/objectives of the team. They will be the ones who want to make sure the goals are clear to achieve success. Commitment needs to be directed to team goals, not individual goals. The level of commitment is usually related to the level of reliability.

PROGRESS and ASSESSMENT

A well running team is always interested in how things are going. Members of an effective team will contribute to an attitude of action and momentum. Often, progress is a good indicator of how well the team is working together. Regular assessment is necessary for a team to ensure it is continuing to work well together. An effective team is not afraid to make changes in how it is organized or in its procedures so that improvement in achieving the goal/objective occurs.

Use this information in completing the sections
"SKILL STRENGTH IDENTIFICATION" and
"SKILL DEVELOPMENT IDENTIFICATION" areas
below.

SKILL STRENGTH IDENTIFICATION

Each member must choose **at least one skill** from “Elements of Effective Teamwork” (pages 2&3) that you feel is your **strength**. Be **very specific** in what activity you will apply this skill to the assignment.

This Skill should be brought to the attention of your team.

MEMBER NAME	SKILL STRENGTH	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	<i>Commitment</i>	<i>I will attend all meetings and encourage others to be committed.</i>

SKILL DEVELOPMENT IDENTIFICATION

Each member must choose **at least one** skill to be developed from “Elements of Effective Teamwork” (pages 2&3). Provide a specific example of how this skill is often challenging for you in a team situation and how you might develop it within this project.

This Challenge should be brought to the attention of your team.

MEMBER NAME	SKILL DEVELOPMENT	SPECIFIC ACTIVITY
<i>Example: Pat Green</i>	<i>Organization (Time Management)</i>	<i>Sometimes I procrastinate. I would like to challenge myself to be on time more and may need support of the group in this area.</i>

TEAM MEMBER AVAILABILITY SCHEDULE

Complete the grid below to show when each member is **NOT available** to work on assignments/projects with your team. If this changes, complete this again.

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 1							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
7 – 8							
8 – 9							
9 - ?							

**BE VERY CLEAR OF YOUR AVAILABILITIES,
AS THIS IS OFTEN THE MOST COMMON
AREA FOR CONFLICT.**

TEAM ACTIVITY PLAN

Please fill out according to the assignment requirements. **Be as specific as possible** so that everyone is clear what is being completed and by when. Feel free to add rows as required.

Project Tasks / Requirements	Who Is Completing This Activity / Task	Date to be Completed
Example: <i>Research on current industry events in Canada</i>	<i>Pat Green</i>	<i>Monday October 26th</i>

Clarity of Tasks and/or Requirements is often an indicator of a **HIGH FUNCTIONING TEAM.**

CRITICAL REVIEW DATES

It is strongly recommended that you pre-arrange Critical Review Dates. These meetings will help to assess if you are on track and if the project is moving along as planned.

Please discuss:

- How often your will team meet to review the project status.
- How will you communicate with each other and share information (i.e.: Facebook, email, Dropbox, face-to-face, Google group, etc.).
 - What will be the ramifications of no regular communication?
- What contact information you will share with each other and when it is appropriate to contact each other.
- Deadline dates to ensure task completions.
- Who will take lead in communicating with the team and initiating discussions when needed.

Review Date #1:

Location/Method of Communication:

Review Date #2:

Location/Method of Communication:

Review Date #3:

Location/Method of Communication:

CONTRACT AGREEMENT

This is an official contract. Once you have signed it you are accountable.

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date: