

Team Contract Guidelines

Purpose: the contract is a way of putting forth an idea and presenting a plan of action. It will give your team purpose and direction as well as set boundaries.

Steps:

1. Create a Google doc for your team. Title it "Team __ (number of yours) ____ Contract "
 2. Add each person's first and last name.
 3. Describe the role or position that person will have within your team. Consider the following questions: what will he or she be responsible for? How will he or she contribute to the project? You must determine your team's unique strengths and needs.
 4. Set the norms for your team (at least five but no more than ten). These will be the terms that you all agree to abide by.
 5. Establish a mode of communication outside of class (Group Me, Snapchat, text message, Remind, etc.) Make sure that every person in your group has access, then explain what method you will use in your Google document.
 6. Have each person type their initials at the bottom of the document. This is how you will sign the contract that you have just proposed to me.
 7. Share the document with me (**kduncan3@wcpss.net**). Make sure I can comment on and edit the document.
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SAMPLE

Team Ten's Contract

Members: Jenny R., Marsha A., Carrie F., Joe M.

Roles:

1. **Facilitator-** Jenny R. will make sure to keep everyone on task, distribute work, and keep team documents in order.
2.

Norms:

1. All team members agree that phones are a distraction and will remain put away in each person's bag while the team is working.
2. ...

Communication:

We will communicate with each other through the class Remind app. We have ensured that each person knows how to access the app and will respond within 30 minutes if a message is sent between 3-10 pm.

JR, MA, CF, JM