

Sample Team Contract

Team Name: _____ Date: _____

<p>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p>
<p>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? What difference do we have in working styles and how might we accommodate these differences as a group as to reduce frustration?</p>
<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?</p>
<p>CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?</p>

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name

Team member name

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