

# TEAM CONTRACT

Algebra 1, Section # \_\_\_\_\_

Chosen Crop \_\_\_\_\_

## Team Members:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

## Team Procedures

1. Day, time, and place for any **team meetings**:
  
2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
  
3. **Decision-making policy** (by consensus? by majority vote?):
  
4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

## Team Expectations

### Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

2. **Strategies** to fulfill these standards:

3. **Tentative Schedule** of when parts of the project will be completed, with description of necessary building blocks of the project.

### **Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

2. Strategies for encouraging/including ideas from all team members (team maintenance):

3. Strategies for keeping on task (task maintenance):

4. Preferences for leadership (informal, formal, individual, shared):

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

3. Expected level of communication with other team members:

4. Expected level of commitment to team decisions and tasks.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
---

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

2. Describe what your team will do **if the infractions continue**:

\*\*\*\*\*

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) \_\_\_\_\_ date \_\_\_\_\_

2) \_\_\_\_\_ date \_\_\_\_\_

3) \_\_\_\_\_ date \_\_\_\_\_