**Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project? What do we want to accomplish? When do we want to accomplish this by? (timeline) What skills do we want to develop or refine? |
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| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
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| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?  |
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| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?  |
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We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name

Team member name

Team member name

Team member name

Taken from: <http://www.cmu.edu/teaching/designteach/teach/instructionalstrategies/groupprojects/tools/index.html>