Team Contract

Teams usually have unwritten rules when it comes to delegating work, assigning roles within the group, communicating, decision making, conflict resolution, etc. For the purposes of the assignments, teams will agree to a written ‘contract’ which sets out these rules. The contract enables members to agree on roles and the division of work, as well as ways of operating as a group before work on the assignments begins. This should enable the team to function more smoothly because it highlights different preferences and assumptions before misunderstandings and conflicts arise. The following questions will help you to set up your team contract. The value of the contract is not the answers per se but the fact that the members of the team have worked through these questions and come to some understanding and consensus about how to work together effectively.

The written team contract should be up to five pages long and address each of the five questions below:

1) Who are we?
   What are the key similarities and the key differences among the members of your assignment team? How can you capitalize on these similarities and differences to enhance the effectiveness of your team?

2) What do we want to accomplish?
   What are the common goals your group has agreed upon? Given your other demands and constraints, what mark are you trying for on your team assignments in this class?

3) How will we organize our team to meet our goals?
   What work structures have you agreed upon? What roles have you agreed upon and who will fill these roles? What norms have you established? Think about the procedures for each of the assignments (tutorial preparation, team assignments, and final exam preparation).

4) How will we operate as a team?
   How will you establish team meeting agendas and make decisions as a team? Will you have a team leader? A meeting facilitator for each meeting? How often will you meet or communicate? When are outlines, drafts, final versions of assignments due?

5) How will we help each other to continuously learn and improve as a team?
   When and how will you assess your individual contributions and team performance? How will you deal with deal with violations of the team contract? What rewards will you allocate to yourselves for effective performance?