

Team Contract - Next Steps - Project Assignment Chart

Team Contract for:

I. Names Here:

Name	Strengths / Areas for Growth	Role
		Project Secretary
		Team Liaison
		Project Monitor
		Knowledge Manager
		Team Arbitrator

Team Roles:

Knowledge Manager *(keeps team on track; helps to guide major decisions):*

Team Liaison *(interacts with the teachers on behalf of the team):*

Project Secretary *(makes sure all team documentation is in order):*

Project Monitor *(checks assignments against the rubric, proofreads documents):*

Team Arbitrator *(monitors adherence to team rules using the contract/issues warnings) (only for teams with 5 members):*

II. Project Goals / Tasks

List the tasks that must be completed for this project and any related goals you have as a team for successfully completing the project

III. Team Agreements

- 1) Each team member must fulfill their individual duties every day.
- 2) Each team member must complete homework assignments as assigned.
- 3) If a team member is to be absent, they must contact teammates *before* the beginning of class *and* make arrangements to compensate for their absence. Absence does not eliminate the team member's responsibilities.

Please add additional agreements here

IV. Accountability

*List the process in which your team will go through in order to hold each other accountable for the above agreements. Please note that if your team decides that members may be removed from the group, you **must** be able to demonstrate that the team has taken appropriate steps to intervene (such as documented warnings, meeting to discuss concerns, notify the teacher of concerns, etc)*

V. Team Signatures:

Name:	Signature:

Next Steps:

Quick Brainstorming:

What kind of food will your food truck serve?

-
-
-
-

Possible menu items?

-
-
-
-

Need some inspiration?

- <https://foodtrucksvermont.com/>
- <http://www.printmag.com/branding/7-ingenious-food-truck-designs/>
- <https://food-trucks.apollomanufacturing.ca/>
- <https://www.cnn.com/2017/04/07/10-most-popular-food-trucks-in-america-.html#slide=1>
- <https://www.foodtruckoperator.com/articles/11-menu-trends-going-mainstream-in-2018/>

To Do List:

1. Brainstorm tasks/ideas with your team for what you would need to do first to complete this project. Your “to do” list can include research, ask questions, seek information, etc. Try to come up with a logical list for what your team would do in the first 2 days of the project.

Some Possible first tasks (but this doesn't have to be your list):

Name of Business?

Need some [inspiration](#)?

2. How will this project be broken up between team members?
 - What will we do/have to do individually?
 - What will we do as a team?
 - Calendar Review - personalize the calendar for your team
 - Start to fill out team assignment chart below (this will be an ongoing process)

Project Assignment Chart

Project Name:

Due Date of Project:

Team Members:

[illegible]