

Team contract

(which singletons fill out as well; see instructions below)

[Credits: Prof. Lillian Lee received this CS4701 team-contract template from Prof. Michael Clarkson, which was in turn based on templates developed by Prof. Erica Dawson (ecd6@cornell.edu) and Prof. Anne Bracy (awb93@cornell.edu). Prof. Lee's minor edits are to account for singletons.]

Every italicized&blue text span indicates something you need to include.
Black text is instructions, which you may delete before submitting.
Leave the blue text in when you submit.

Project title:

Group name (helps us staff distinguish the groups in spreadsheets):

Team member names with Cornell NetIDs:

In teamwork, accountability and communication are key. The following teamwork contract prompts are designed to help you start an important conversation with your teammates now, so that you are prepared to respond to surprises later.

Special directions for **singletons**: For **item 6**, describe how you will hold yourself accountable, and also **fill in item 9** (how to make the experience fun). You can delete all the other items.

1. **Goals**: To what goals do we all commit?
2. **Ground rules**: What are our "ground rules"? Don't make an exhaustive list; stick with just a few.
3. **Communication timing**: How frequently will we communicate? How quickly are responses expected?
4. **Meeting timing**: Where and how frequently will we meet? When is a person considered late to a meeting?
5. **Roles**: What team roles will we create? What are the responsibilities of each role? Will roles shift around, and if so, how often?

6. **Accountability**: How will we hold ourselves and one another accountable? What exactly will we say to a team member who appears not to be contributing equally? Or to a team member who fails to deliver what was promised?
7. **Decisions**: How will we make decisions as a team? What exactly will we do when we disagree or discover conflict? What will you use as a respectful conversation starter?
8. **Amending our contract**: What are our procedures for re-visiting this contract?
9. **Sociality**: How will we make this experience fun?