

Group Contract

Team projects are a challenge. According to the National Association of Colleges and Employers (NACE) Group work and the ability to work successfully in a team is one of the most desired job skills on graduation.

There will be opportunities for peer review where you will be able to assess your own work and the work of your peers. (A portion of your grade is based on your peer and self review)

Key Features of a Functioning Team:

- Clear goals and outcomes
- Clear responsibilities and deliverable dates
- Clear communication plan

Before you start:

- Share a strength that will help the group succeed of yours
- Share a challenge you have had in previous group activities and how you overcame it

Project Title:

Name	Email	Expected Response Time	Best Days/ Times to Meet	Strengths	Skill to develop	Role	What do you need from your members to be a successful team member?

Objectives: What will this project aim to complete?

Team Agreements: (Meeting times? How often? Responsibilities? Decision making process? Distribution of Tasks? When to notify team members if they are unable to attend?)

Accountability: Every member of the team is responsible for their part of the deliverable. What are the deliverables? When should they be turned in by for the next person to complete their work?

Conflict Resolution: How will conflicts be resolved? When to contact instructor?

Timeline

Assignment	Team Member Responsible	Due Date to the next team member

Signatures

Name	Signature	Date