Team Contract

Complete Strengths Identifier Discussion and respond to the following questions to develop your Team Contract.

Group Meeting Policy Questions
Face-to-face meetings are important for group cohesion and success.

1. How often should we meet?

2. How will we schedule meetings?

3. How will we compromise if our schedules don't match up?

4. Where will we meet?

5. How important is it to arrive on time? What should we do if someone is late?

6. How important is it to arrive prepared (i.e. everything done in advance, ready to get to work)?

7. What should we do if someone is unprepared?

8. What is the best way to communicate with group members (e.g. email, text, phone call)?

Meeting Facilitation Policy Questions
Dividing up meeting facilitation into separate leadership roles is recommended

1. Should we set an agenda for each meeting? If so, how will we set and follow the agenda?

2. Should we use assigned roles during meetings?

3. Should we rotate the assigned roles, and if so how often?

4. Should we end each meeting with assigned action items to complete before the next meeting?

5. How will we record what happens at our meetings and decisions that got made? How will these records be shared with the group?

Decision-making Policy Questions
It is important that every team member is heard from before making your decisions.

1. How should we make decisions? Vote and majority rules? All must agree? One person decides?

2. How do each of us typically handle disagreement or conflict? Avoid? Fight for my way? Give in? Try to persuade others?

3. How will we ensure cooperation and equal distribution of tasks?

Group Assessment Questions
Your group can easily check in on how you're doing using the Quick Team Assessment (required for our UNIV 100 course – see attachments)

1. How often should our group check in and assess how we're doing? (This will occur at regular intervals in UNIV 100)

2. How should we assess our group? With the Quick Team Assessment? With a verbal "how are we doing as a team?" at the end of a meeting? (Univ 100 will use the Quick Team Assessment)

Other Policies
You may want to set expectations about quality of work that is expected, or what your group will do if a group member fails to follow one of the agreed upon policies

1. Are there any other policies we want to set before getting started?

Group Members

_____   _____