MGMT 311: Team Contract

This contract (this page and the next) must be completed, signed by all team members, and handed in on the date listed in the Course Schedule of the syllabus. If you need additional space for any section, you may expand the space provided as necessary. Type your work and be sure to staple all pages before handing this in.

LAB DAY & TIME: ___________________ TEAM NAME: ___________________

I. BUILD TEAM COHESION (Get to know each other; hang out; have a meal together; discuss where from, hobbies…)

II. LIST THE GOALS YOU WOULD LIKE TO ACHIEVE AS A TEAM THIS QUARTER (Refer back to the individual goals you listed on the Team Orientation Activity to be sure that your team goals take into account the personal goals you each stated. Note that team goals need not all be directly related to performance.

III. IDENTIFY TEAM NORMS YOU WOULD LIKE TO DEVELOP (revisit these as necessary throughout the semester):


   c. Communication norms: (How will the team keep in touch? Expectations for responsiveness? Etc.)

   d. Organizing norms: (How will roles be determined? What roles will individuals play? Etc.)

Note: Your contract may mention the possibility for changes (including changes to the Contract Terms) to be made later in the quarter. The possibility of changes must be stated in the contract you hand in. Changes themselves must be submitted to the lab instructor in writing with every member’s signature at least 24 hours before the day of your presentation.
e. **Consideration norms**: (How will you make sure that individual sensitivities are respected? Etc.)

f. **Conflict resolution norms**: (How will you handle conflict within the team? *Refer back to the Team Orientation Activity and think of SPECIFIC ways for handling/managing the possible conflicts you listed should they occur.*)

g. **Decision-making norms**: (How will you ensure that everyone contributes to discussions? How will you make decisions (consensus, majority rules, secret ballot...)? Etc.)

IV. **Contract Terms** (If you do wish to establish a point redistribution system, provide **specific details** on exactly how point redistribution decisions will be made and exactly how points will be redistributed. If the language of your contract is unclear or vague we may not allow you to enforce it. If you choose not to do any point redistribution, use this space to explain why not.)

V. **Signatures** *(contracts must be signed by all team members to be considered complete)*:

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2 If anyone on your team is taking this class pass/fail, this must be acknowledged under contract terms and the team must agree on what qualifies as “passing” with respect to the team project.