

Team Name:

Participants:

Team Values, Agreements & Expectations

Instructions

Write your names and outline the guiding values, agreements, and expectations that your team would like to adopt throughout the semester. Be clear and realistic; this is not about “looking good”, it’s about setting yourselves up for success. Make sure all teammates get to weigh in on these decisions, regardless of in-class attendance.

Each team member should sign this document (e-signatures are OK), indicating acceptance of these expectations and a shared intention to fulfill them.

Contract

As a team, decide on how you will address the questions below. Write a brief description of the decisions you have reached. Feel free to add visuals, quotes, memes, etc. If it serves your team, you can include it in the document.

Who is the Team?

Name	What is one strength you bring to the team?	What is one skill you would like to improve upon?	What is one concern you have about working in a team?	Give a fun fact about yourself

Roles & Responsibilities

What are the roles needed for this team to be successful?

How are we assigning these roles?

How will we keep each other accountable?

How will we keep ourselves organized as a team? (Ex. goals, timelines, tracking tools)

Communication

What is our preferred means of communication? (Ex. email, Discord, WhatsApp. If more than one platform is selected, please explain when/why/how it will be used.)

Our expectations for response-time between communications is:

How will we address problems or conflicts that may arise in our team?

If we feel the need to speak with the professor about an issue or team problem, what is our team's norm? (Ex: Address one another first and then go to prof; go straight to prof; a case-by-case basis? Provide an explanation for your decision.)

Psychological Safety

What are three actions our team can take to foster psychological safety in the team?

1.

2.

3.

Decision Making

Describe how the team will make key decisions.

Celebration

Describe ways the team will support and celebrate each other.

Summary

1. In summary, we agree to _____ for the purpose of _____. (Fill in the blanks, describing your choices openly, in whatever format suits you best.)

2. Please include any further comments:

Confirmation

As a team, we have discussed the above questions and consent to the agreements. If we encounter difficulties, we will speak with one another and seek help from our professor and/or an advisor. We recognize that this project is a learning process.

Signatures:

Date: _____