**Teamwork Contract**

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| **Team Name:** |  | | | **TIPS FOR EFFECTIVE TEAMWORK**   * Complete your Teamwork Contract at your first team meeting. * Set agendas for meetings. * Ensure clarity on your action items, timelines, deliverables, and project milestones. * Check in with your team members. * Ask questions, especially if something is unclear to you. Seek to understand. * Ask for input from your colleagues and build on each other's ideas. * Structure team meetings so that everyone has a chance to speak and participate. | |
| **Team Number:** |  | | |
| **Course and Section Number:** |  | | |
| **SECTION A –**  **EXPECTATIONS, BEHAVIOURS, GROUND RULES** | | | |
| Have an open, direct conversation about expectations and behaviours that will help your team work effectively. Think about these questions in advance and discuss them in your first team meeting. Try to practice conversation management techniques and use a shared document to facilitate your discussion.  **Commitment to building cohesion and trust**   1. What values are important to you as a team? 2. How will you create a trusting environment (e.g., have a positive attitude, help the rest of the team feel supported if they encounter difficulties)? 3. How will you manage difficult situations with a respectful, empathetic, and solution-orientated approach?   **Time management and organization**   1. What platforms will you use for communication/project management? Who is responsible for them? 2. What do you consider a prompt response to e-mails and messages? 3. What do you consider "on time" for meetings? What should a team member do if they know they will be late, encounter an unexpected delay, or be unable to complete their work on time? 4. How often (and when) should team members share progress, updates, and final work with the team? How often will the team meet? In person or virtually?   **Communication**   1. What should a teammate do if they are unclear on expectations or struggling with their part? 2. How will your team ensure you are open and responsive to feedback? What does this look like for your team? How will you provide constructive feedback to each other? 3. What will you do if you are unhappy with the quality of work produced by the team or a team member? 4. How will your team ensure that there is space for all members to contribute to team discussions during team meetings? 5. If disagreement arises, how will you address it respectfully? How will you handle conflict or confrontation?   **Contribution to the assignment**   1. What grade are you aiming for? 2. What are the requirements around proofreading work before submitting? 3. How should team members share ideas, and/or expand on others' ideas during team meetings (or between meetings)? 4. How will you ensure that work is evenly distributed among the whole team?   **Use this discussion and the column on the right below to create your team’s ground rules.** | | | | | |
| ***Example ground rules*** | | **OUR TEAM’S GROUND RULES** | | | |
| * Carefully read and review content from all team members to ensure familiarity with the full assignment submission. * Meet deadlines the team has agreed on. * Provide 48-hour notice for any changes to group meetings. | | **Commitment to building cohesion and trust**  **Time management and organization**  **Communication**  **Contribution to the assignment**  **Other:** | | | |
| **SECTION B – PROJECT PLAN** | | | | | |
| When you decide on team roles, consider rotating roles for each task or stage of the project. This gives all team members a chance to develop a well-rounded skill set. Common roles might include facilitator, editor, data manager, coordinator, but you can decide on your own roles based on group strengths and the goals of the assignment. | | | | | |
| **Team Member** | **Principal Roles** | | | | |
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| **Notes on Team Roles (E.g., Will you rotate roles? Define any roles that are unclear above.)** | | | | | |
| **TASK ASSIGNMENT** | | | | **Final Deliverable Due: [Date]** | |
| **Task** | **Steps Involved in Task** | | | **Task Deadline** | **Team Meeting Date** |
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| **Notes on Project Management and Task / Work Plan:** | | | | | |
| **SECTION C – SIGN OFF** | | | | | |
| By writing your name and student number below, each of you indicates that you agree and commit to the plan developed and ground rules contained in this Team Contract.  If you do not agree with the terms above, do not sign the contract. Instead, bring up your concerns with your team. You can also contact a Teamwork Mentor by sending an email to [rotmancommerce.teamworkhelp@utoronto.ca](mailto:rotmancommerce.teamworkhelp@utoronto.ca). Teamwork Mentors can help you and your team develop ground rules and a plan of action you can all agree to. | | | | | |
| **Student Name**:  **Student Number**: | | | **Student Name**:  **Student Number**: | | |
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