

Teamwork Contract

Team Name:		<p>TIPS FOR EFFECTIVE TEAMWORK</p> <ul style="list-style-type: none"> • 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:		
<input type="checkbox"/> Has your team completed the Team Skills Audit form? (See below.)		
<p>SECTION A – EXPECTATIONS, BEHAVIOURS, GROUND RULES</p>		

Have an open, direct conversation about the kinds of expectations and behaviours that will help your team work effectively. Use the questions below as a guide to start your team discussion. To ensure a productive discussion, think about these questions in advance. You might want to practice conversation management techniques or structure your conversation using Post-It notes / a shared document to allow team members to write down their opinions.

- What values are important to you as a team?
- What grade are you aiming for as a team? How will you help each other achieve this?
- How will you communicate and how often? How responsive must team members be? What communication platform will you use?
- How will you meet as a team (in person, virtually)? How often will you schedule meetings?
- How will you manage file or data sharing? Which platform will you use?
- If a group member can't meet a deadline due to unforeseen circumstances, what should they do?
- What do you consider to be "late" for meetings or for internal draft submission deadlines?
- What will you do if you are unhappy with the quality of work produced by the team or by an individual team member?
- How will you handle conflict or confrontation? Will you deal with it in the moment, or do you need space and time to reflect? If team conflict or disagreement arises, how will you address it? (Consider your personal communication style and preferences and share with your group.)
- How will you provide constructive feedback to each other? (Consider what you need from your teammates when it comes to feedback and share with your team.)

Questions adapted from Barkley et al. (2014)

Use this discussion and the column on the right below to create your team's ground rules.

<i>Example ground rules</i>	OUR TEAM'S GROUND RULES
<ul style="list-style-type: none">• 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.	<p>Communication and sharing information:</p> <p>Meetings and deadlines:</p> <p>Work distribution and quality:</p> <p>Feedback:</p> <p>Miscommunications or incomplete work:</p> <p>Other:</p>

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

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

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. Teamwork Mentors can help you and your team develop ground rules and a plan of action you can all agree to.

Student Name:	Student Name:
Student Number:	Student Number:
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