**Sample Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
|  |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
|  |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
|  |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
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We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name

Team member name

Team member name

Team member name

Team member name

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