Sample Team Contract

Team Name: ______________________________ Date: __________________________

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?
We share these goals and expectations, and agree to these policies, procedures, and consequences.

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Team member name

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Team member name

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Team member name

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Team member name