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**SAMPLE CORE TEAM CONTRACT TEMPLATE**

**Spring 2023**

<p><b>Internal elements of a team</b></p>	<p><b><i>Purpose: Be sure to discuss this together.</i></b> The short-term and long-term goals and aspirations for the team’s existence and measurements of success</p>
	<p><b><i>Composition: Try to get below the surface.</i></b> The pre-existing skills, expertise, experiences, and work styles of individual team members</p>
	<p><b><i>Structure: Outline norms, expectations, and rules of engagement.</i></b> The team’s processes, systems, and allocations of roles/responsibilities to get the work done</p>
	<p><b><i>Dynamics: Define ways you can ensure ongoing maintenance of the team.</i></b> The team’s culture, camaraderie between team members and their ability to consistently collaborate</p>

As a team, you will generate an agreement covering the semester's duration. The agreement should summarize HOW you want to work together. This document should help you craft a set of norms you can agree to: At this stage, norms that matter have to do with basic communication, scheduling process, meeting etiquette, decision-making, how to listen and learn from each other, how to hold each other accountable, and how to navigate conflict.

Consider this a living document, always subject to refinement. **The document should be no more than 2-pages**, signed by all team members (type in your names at the end), and submitted to your team Google Drive folder.

**PURPOSE**

*The short-term and long-term goals and aspirations for the team’s existence and measurements of success*

What are the individual and team goals for the semester?

These will come from your discussion of the following:

1. Have each team member describe their personal goals for the semester -- What would be the optimal experience? What is at stake for you?
2. Which, if any, of these goals shared across all team members?
3. As a team, what are you trying to accomplish? (Be concrete)
4. What must your team do / have in order to be able to meet your targeted goals?

**Team purpose/overall goals:**

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**COMPOSITION**

*The skills, expertise, experiences, and work styles of individual team members.*

This will come from your discussion of your User’s Manuals and other team discussions you should have and could be summarized like this:

Name	Strengths/weaknesses	Unique skills	Skills to develop

**Now go a bit further...**

- What motivates you?
- What team environments help you thrive?
- Is there anything the team should know about the cultural background you come from that might impact your role in the team or how you approach teamwork?
- What are your pet-peeves?
- How do you behave under stress?

**STRUCTURE**

*The team’s processes, systems, and allocations of roles/responsibilities to get the work done.*

Agreements that you can make ahead of time that will result in more effective and satisfying work. Could you consider creating a structure/process that is inclusive and allows for everyone to learn/practice while still achieving your goals? (Roles vary by team.)

**Team Norms**

1. What are our non-negotiables for meeting times?
2. When/where/how often do we want to meet?
3. What initial norms do we want to have about our meetings? (technology, agendas, meeting leadership, etc.)
4. How do we handle early misunderstandings/frustrations/conflict?
5. What other norms do we feel would help us successfully navigate the next few months?

Sample Norms Include:

- We will actively listen to a person’s ideas completely before responding.
- We will text/use xxx app if we are running late for a meeting or for other urgent communications.
- We will put our phone away (and on silent) during meetings.
- Our process for team status updates is as follows...
- We will come on time and prepared to group meetings
  - If for some reason we do not get our part done, the agreement is...

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Think also about Roles:

What roles do you think your team would benefit from?

Are there particular roles certain members would like to try?

Are those assignments permanent or will they change / rotate?

**NOTE:** More norms are not necessarily better; it's about the right norms for your team to launch well into the intense workload you will face, starting next week. Effective teams regularly revisit their structure to determine if what they have in place continues to fuel how they work.

**Team Norms:**

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**Team Roles and Who is Responsible for What:**

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**DYNAMICS**

*The team's culture, camaraderie between team members, and their ability to consistently collaborate*


Some people tend to be very product or *results-focused* when working on a team. Others tend to want more around relationships, so are *people-focused*. There are others who really care about structure, so are *process-focused*. A high-performing team needs all three! Make time to check in regularly on all 3 elements and things will go more smoothly.

**Rules of Engagement** - What are our teams "Rules of Engagement" around our team dynamic?

Sample Rules of Engagement:

- Share "airtime," listen, and don't interrupt others.
- Invite quiet people to speak.
- Resist regarding an opposing view as a personal affront.
- Be willing to change your position or compromise.
- Stop advocating for your position after a decision has been made. Support the team's final decision, even when it's different from the one you proposed.
- Have regular check-ins at the beginning of each team meeting about both the status of the project, but also the status of the team/relationships on the team.
- We agree to spend some purely social time together once a month.
- We will give positive feedback frequently and speak up when someone's behavior helps the team.
- We will give feedback constructively. State observed behavior and its impact on the team, ask for the other person's perspective, and suggest a preferred behavior.

What will be your process for checking-in along the way on how the team is doing on these rules of engagement? Do you agree to review them regularly - What is working well? What needs attention?

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**Team processes for checking in and dealing with addressing issues:**

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