

Project Team Plan and Contract for Team #\_\_\_\_\_ MAT\_\_\_\_\_

**Names (Please Print):**

Team Member 1	
Team Member 2	
Team Member 3	
Team Member 4	

**Meeting Times:** In order for teams to work successfully, it is important that they meet regularly to go over progress and to plan. I recommend about 60–90 week, split across one or two sessions, depending on how you work together and your schedules. Please decide on a regular, weekly meeting time or times and indicate what they are below. These should be times that all members will generally be able to attend.

**Project Leads:** It may help to designate one person the project lead for either the entire quarter, or to rotate that every couple weeks. This person would be responsible for coordinating meetings, tasks, communication, etc. Please indicate which member(s) of the team will play this role and for how long.

**Team Builders:** As a team, discuss what characteristics make up a solid team member...what makes it so that you want to work with someone on a team? As a team, list the **three** that are the most important to your team. At the end of this plan, you will all agree to strive to demonstrate these characteristics during your team interactions.

**Conflict Resolution:** One of the hardest things to deal with in a project-based course like this is the conflicts that arise within groups. One person may be doing too much of the work, or another is doing very little. Maybe one person is unreliable in attending meetings. Whatever the conflict may be, it's important to discuss what steps you can take as a team to address these conflicts before seeking help from the outside (the instructor). Please discuss and list a minimum of **three** pro-active and constructive steps you all agree to take as a team (generally) to deal with conflict *if it arises*. If a team or team member comes to me with a complaint about a team or team member, the first question I will ask is if your team has followed your agreed-upon steps of resolution.

**Contract:** As a member of this team, I agree to the following with my signature below:

- 1) I will make every effort to attend all regularly and non-regularly scheduled team meetings, showing up on time and prepared with any work or material needed to make the time productive.
- 2) I will seek to exhibit the characteristics of a good team member that we agreed upon.
- 3) We will follow through with our proposed conflict resolution steps outlined above *before* involving an outside mediator (the instructor) in situations of team conflict.
- 4) My grade on the project portion of the grade may be negatively affected if I fail to meet the three statements above.

**Team Signatures:**

Signature	Date