



# Sustainability & Teamwork

## Team Contract

Description	Student teams set up a team contract for how they will work together as a team
Task Type	Suitable for in-class activity at the start of a long-term project
Time	30 minutes
Level	Developmental or Final level
Class Size	Any size class with any size of group
Learning Outcomes	<p>At the end of this task students should:</p> <ul style="list-style-type: none"> <li>✦ Recognise the strengths and weaknesses of their team</li> <li>✦ Have a shared understanding of the goals of their team and how the team will function</li> </ul>
Method	At the start of the first team meeting in a long-term project, have the students draw up a team contract according to the instructions below. The template for the contract is presented below.
Concluding Activity	At the end of the project ask the team to reflect on their contract and whether it was successful in guiding their group processes.
Assessment	Can form part of the assessment for the team project.

Student Instructions	<ul style="list-style-type: none"> <li>✱ Take some time to get to know each other. Be sure to learn each other's names and spend some time chatting. Exchange contact details (email addresses, phone numbers etc).</li> <li>✱ Try to get a feel for each others' strengths, skills and perspectives and what each team member can offer the project.</li> <li>✱ Discuss goals each member has for the task/course.</li> <li>✱ Discuss the standard of work that is expected of all members.</li> <li>✱ Agree on meeting details - frequency, dates, times, and location(s).</li> <li>✱ Decide how you will keep a record of your meetings: will you take minutes or use individual journals as a record.</li> <li>✱ Decide on what form of leadership the team should have – perhaps nominate a coordinator.</li> <li>✱ Establish roles for team members, and expectations of those roles (e.g. leader, coordinator, minute taker, progress-chaser, meeting time-keeper, idea generator, devil's advocate, researcher, technical expert, editor, proof-reader, etc)</li> <li>✱ Discuss how decisions will be made - consensus, majority vote, etc.</li> <li>✱ Discuss how the group will keep track of team members who attend meetings, send apologies, submit their work on time/late - this strategy helps to keep team members accountable and the project moving forward.</li> <li>✱ Explicitly discuss academic honesty and how, as a team, you will work together in ways to ensure your acknowledgement of sources is accurate and consistent from the beginning. Talk about acceptable sources of information and sharing of information.</li> </ul>
Additional Material	This team contract was provided by Janet Chew of the Australian Catholic University.

# Team Contract

This document sets out the terms and conditions for this group project entitled

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## 1. Parties

The parties to this team contract are \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, and  
\_\_\_\_\_, hereinafter referred to as 'the PROJECT team'

## 2. Positions and Responsibilities

The employer has appointed the management team to manage \_\_\_\_\_, on the terms and conditions contained in this contract and conferred or implied by law.

## 3. Terms

This contract shall have effect from the date it is signed by the parties and shall continue in force until the \_\_\_\_\_.

## 4. Team Meetings

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## 5. Facilitation of Meetings

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## 6. Communication

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## 7. Managing Time Expectations

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**9. Decision Making Process**

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**10. Managing Conflict**

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**Signed by the parties hereto:**

On behalf of

\_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Team Member 1)

\_\_\_\_\_ (Team Member 2)

\_\_\_\_\_ (Team Member 3)

\_\_\_\_\_ (Team Member 4)

Date

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