Team Contract

**Team Members**:

Name: Email address:

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**Team Roles**:

Leader/Mediator: *(Make sure everyone is on task. Call Meetings. Make sure everyone’s voice is heard)*

Click here to enter text.

Time Keeper: *(Manage the time we have for the class. Projects up to date. Keep people on schedule)*

Click here to enter text.

Organizer: *(Keeps group material in order.)*

Click here to enter text.

Editor: *(Checks over the group work. Making sure grammar, spelling, organization is in check.)*

Click here to enter text.

**Team Goals**:

Make sure all assignments are turned in.

Good attendance.

Talk through disagreements. (Share the air!)

Have a completed final project.

Everyone pulls their own weight.

*Click Here to describe the team’s expected outcomes for this project.*

**Team Rules**:

1. Each team member **must fulfill** his or her individual duties every day.
2. Each team member **must complete** homework assignments as assigned.
3. If a team member is to be absent, he or she must contact teammates *before* the beginning of class *and* make arrangements to compensate for her or his absence. Absence does not eliminate the team member’s responsibilities.
4. Team member must participate/hand in group assignment during given work time.

Please Type additional Team Rules Here.

**Steps for Firing a Group Member**:

* Consult with group member/ Give a second chance (*Do not attack team member, address issues you are having)*

*Please type the steps for firing a group member here. The two steps below are required. Any additional steps are up to your team, pending teacher approval.*

* Meeting with teacher and team
* Team member fired

**Team Signatures**:

Name: Signature:

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*When you have teacher approval of your completed contract, submit it digitally to the contract task.*