

Team contract checklist

This checklist can be used to agree on and document your shared teamwork ground rules and values. Make sure that your rules and values are appropriate for your specific assessment task.

Values

As a team, we will:

- be honest and realistic about the project's scope
- be proactive to anticipate and prevent potential issues
- remain flexible regarding necessary changes to our commitments
- keep focused on what's best for the team as a whole
- see the project through to completion.

Participation

As a team, we will:

- be open, honest and respectful - especially at meetings
- be on time to meetings, and if not, contact team members prior to the starting time
- attend and participate in all meetings
- give everyone the opportunity for equal participation
- embrace a diversity of opinions on all topics
- be open to different approaches and listen to new ideas
- avoid blaming other members when things don't go according to plan.

Communication

As a team, we will:

- seek to understand our team-mates and be understood by them
- be clear and concise, and ask for clarification when needed
- be inclusive
- document and stay on top of all relevant information
- use only the agreed preferred communication method(s)
- inform the team of any changes made to processes and approaches to complete subtasks.

Problem-solving and decision-making

As a team, we will:

- think of problem-solving as a creative process that results in new ideas and opportunities
- encourage all ideas and build on each other's ideas
- give and receive constructive feedback - not negative criticism - and use it to solve a problem and/or improve an outcome
- make decisions based on facts and information - not just on opinions
- discuss concerns and get input from the entire team before a decision is made.

Handling conflict

As a team, we will:

- regard conflict as a normal part of teamwork and as an opportunity for growth
- choose an appropriate time and place to explore and discuss the conflict
- state our interests and points of view in a non-judgemental and non-attacking manner
- listen openly and seek to understand the interests and points of view of all parties involved before arriving at answers or solutions
- seek to find some common ground for agreement.