**Team Contract**

**Group Name:**

**Group Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Individual Strengths** | **Kolb Learning Style Preferences** | **deBono Six Thinking Hats Preferences** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Clarify Roles: Assigned role(s) on the team – see Typical Group Roles document (Allen, Duch & Groh 2001)**

* How the team will leverage individual strengths and style preferences to figure out which roles team members will play. Feel free to also choose a role that provides you with a chance to try something new or work on an area for improvement. You can also rotate roles.
* Discussion Leader –
* Recorder/Record Keeper –
* Reporter –
* Accuracy Coach –
* Skeptic –
* Time Keeper –
* Reflector/Summarizer –

**Assign Tasks: Identify who is doing which parts of the group assignment**

**Negotiate Working Agreements – these will evolve over time:**

* Weekly meeting days/times
* Face to face meetings
* Virtual meetings
* Best way to communicate with each other, preferences for email, phone, text…
* Share contact information
* How team members will collaborate
	+ Assume good intentions when giving and receiving feedback
	+ Surface assumptions you have and test them (meaning of words, what you understood is being said, what you notice is not being said…)
* How to resolve disagreements
* How and when to escalate issues to the instructor

**Agree on Technology Tools the Team Will Use:**

* Examples of tools available: Google Drive (using your Wentworth credentials), GoToMeeting (access through Bb course or directly using your Wentworth credentials), Group Space in the Bb Course
* **NOTE: The team must agree on and invite the instructor to the virtual workspace where documents are shared**
	+ **Group deliverables can be saved in this space each week.**