

Submit the completed form to your team advisor and keep a copy for you

# Project Team Contract



For Academic Year: \_\_\_\_\_

<b>Project Team Name</b>			
<b>Project Team Advisor</b>	Name:	Discipline(Major):	Email:
<b>Project Team Graduate Assistant</b>	Name:	Discipline (Major):	Email:
<b><u>Long Term Goal of the Project</u></b>			
<b><u>The Scope and Deliverable of the Academic Year</u></b>	Academic Year Scope/Goal:		
	Academic Year Deliverables:		
<b>General Rules and Policies</b>	<p><b>Each team member is required to</b></p> <ul style="list-style-type: none"> <li>Work proactively and keep the advisor and team members informed of things related to the project.</li> <li>Be honest and open during all project activities.</li> <li>Encourage diversity in team work.</li> <li>Provide the opportunity for equal participation.</li> <li>Be open to new approaches and new ideas.</li> <li>Encourage everyone to participate in solving problems.</li> <li>Focus on solving problems, not blaming people.</li> <li>Only use constructive criticism.</li> <li>Be present on time for <u>weekly meetings</u>.</li> <li>Bring assigned works completed to the meetings.</li> <li>Honor meeting timeframes.</li> <li>Present ideas clearly and concisely.</li> <li>Read communications (emails, meeting minutes, action items, etc.) from the team.</li> <li>Respond in a timely manner.</li> <li>Honor the team leader and follow the leader's instruction and assignment</li> </ul>		
<b>Team Specific Rules and Policies</b>			
<b>Commitment by Participant</b>	<p><i>I voluntarily participate in the project team with expected activities to collectively achieve the long-term goals and the academic year objectives under the guiding goals, roles, and policies as stated in this contract. I understand that I am obligated to abide by these rules and policies. I understand that if I do not abide by them, I may be requested to leave the project team.</i></p>		
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	Name (print)	Signature	Date
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	Email	Major (EE, CpE, CS, ME, CV, CHEM, etc)	Level (Gr,Sr, Jr, Sp, Fr)
<b><u>Approved by the Advisor or Graduate Assistant</u></b>			
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	Approver's Name <u>(Advisor or Graduate Assistant)</u>	Signature	Date