**[Team name]**

**Team Agreement**

1. Our team's mission is to work well together as a unit. We want to complete each of our team projects on time, do the best job possible, learn as much as we can, and receive the most credit we can earn on each project.
2. Our team's primary outcomes and goals are the following:

* Successfully complete to the best of our ability each team assignment given
* Complete assignments in a timely manner; submitting completed assignment punctually
* Develop a strong sense of team leadership skills
* Improve each team member’s understanding in the field of data management
* Learn how to work in group settings

1. Team members will do the work assigned to them by the decision of the group. Team members are expected to do their allotted work on time and communicate to the team leader what work they are doing and when it will be accomplished by.
2. Team leadership should be a joint effort. For every assignment, one person will take charge to communicate the information and to compile everyone's work and submit the final assignment. Each member of the group takes the leadership role at some point. It will be the leader's responsibility to make sure that everyone does his/her part and that all team assignments are submitted on time.
3. Our team purpose is to work hard and achieve maximum efficiency in all that we do. This means that we do all that we are required to do without wasting time and stay on top of our game. With that in mind, we will not be burdened by assignments and nothing will be getting completed in the last moments before the due date.

**Code of Conduct:**

* Arrive on time to meetings punctually
* Complete individually assigned tasks efficiently and effectively
* Work in such a manner that one’s actions are not rude or disrespectful of others in the group
* Complete work honestly and diligently
* Each member should contribute equally and positively to the group
* Respect and listen to other team members
* Respond to emails or phone calls as promptly as possible
* Attend each meeting unless there is a legitimate excuse to not come, for which at least the group leader must be informed as soon as possible
* Each member should take care of his/her share of the work and complete it to the best of his/her ability
* Each member should try to do the best they can instead of trying to fulfill minimal requirements
* Meetings are a time to get work done, not to discuss irrelevant matters. Staying on task is key.

If the team arrives punctually we will more productive during meetings instead of waiting around for people to show up.

If the members respect each other then the team would feel a sense of accomplishment, unity, and share of responsibility. Overall, if each member of the team accepts these rules then everything will run efficiently and we all will do well on the assignments. For example, if group members listen to other group member's ideas, then the group would have more ideas to work with to come up with the best solutions.

Tasks are assigned to members, and they must be completed by a certain time. Meetings are comfortable in that no one feels their ideas or opinions are being disrespected or ignored. We work to get the assignment done while upholding the University Honor Code. We want to reduce stress, miscommunication, and create a productive team environment.

Learning how to work in groups is a very important skill because it will certainly be required in nearly any business related field. Thus, we hope that if we abide by the guidelines we have established then we can have a successful term and combine our talents and ideas to produce high quality solutions.

**Members of *[Team name]***

I hereby have read the team contract and agree to abide by its terms. If I fail to do so then I understand the group has the right to inform the instructor of my behavior which may result in my permanent removal from the team.

[signature of each group member]