

MECH 3200 - Sample Team Contract

(from G.E. Dieter, *Engineering Design*, 3rd ed., McGraw-Hill, 2000)

- We will be as open as possible but will honor the right of privacy.
- Information discussed in the team will remain confidential.
- We will respect the differences between individuals.
- We will respect the ideas of others.
- We will be supportive rather than judgmental.
- We will give feedback directly and openly, in a timely fashion. Feedback will be specific and focus on the task and process, and not on personalities.
- We will all be contributors to the team.
- We will be diligent in attending team meetings. If an absence is unavoidable, we will promptly notify the team leader.
- When members miss a meeting we will share the responsibility for bringing them up to date.
- We will use our time wisely, starting on time, returning from breaks, and ending our meetings promptly.
- We will keep our focus on our goals, avoid sidetracking, personality conflicts, and hidden agendas.
- We will acknowledge problems and deal with them.
- We will not make phone calls or interrupt the team during meetings.
- We will be conscientious in doing assignments between meetings and in adhering to all reasonable schedules.

TEAM SIGNATURES
