In order to function professionally, efficiently and effectively as a team, members of <INSERT TEAM NAME> agree to the following principles and practices.

Note to students: To help you write your team contract, I’m including this text that appears in a small (10pt) blue font. Please remove this text from your version of the team contract. This sample text is formatted with the “sample text” style. Please use a standard font in black color for the text of your document. For example, the “text body” and “Normal” styles are appropriate.

## Shared Values

Shared values should be consistent the PSU Code of Student Conduct and with professional standards such as the ASME Code of Ethics. Those codes define *minimal* acceptable standards of behavior such as honesty, impartiality, fidelity to clients and employers, serving the public good, and continual education to increase and maintain competence in your field. The PSU Code of Student Conduct precludes harassment, unauthorized entry or use of University facilities, malicious damage, misuse or theft of University property. There is no need to enumerate all of these required behaviors (as in the ASME Code) or proscribed behaviors (as in the PSU Code). Rather, any statement of your shared values must not contradict the ASME Code or PSU Code.

You may want to include aspirational values in your team contract. Examples include, respectful communication, tolerance of failure while exploring options, listening to team members even when conversations are difficult, willingness to speak up, producing excellent work, taking chances that lead to increased learning, striving to enjoy each other’s contributions, having fun while learning, offering technical expertise to improve skills of teammates, etc.

Depending on the personalities and values of individuals, you may even want to have stretch goals expressed in your values. For example, your team may want to try to win the design competition at the end of the term. Your team may want to work toward getting an A in the class. Your team may want to be helpful to other teams so that they, too, will be successful.

## Roles of Team Members

Your team may want to designate a manager who is responsible for coordinating team activities. A manager is a servant, not a boss. You may want to rotate members into management roles. You may want to assign managers to specific tasks, like development of the team contract or fabrication of the prototype.

To maximize learning, you team should not compartmentalize roles so much that individuals do not participate in all tasks. For example, you should not have a single person assigned to all 3D printing tasks, even if one person has good experience at that task.

## Document Collaboration and Revision Management

Briefly state how you will share documents to complete assignments. This will involve software as well as file storage.

## Team Meetings

Briefly state how often, on which days, and where your team will meet for face-to-face discussions.

## Asynchronous Group Communication

Briefly state how your team will use modern communication tools to contact each other and exchange information when you are not face-to-face. This statement may also include limits on the use of this technology, such as “group members agree to use mobile phone calls only after 9:00 AM and before 9:00 PM” or “group work will not involve public Facebook posts”.

## Team Members

By signing the contract, we agree to the shared values and procedures listed above.

Make sure the signature block is contiguous so that all signatures and names appear on the same page. Add a page break before the “Team Members” heading, if necessary. Be sure names of all team members are spelled correctly.

Arianna Buchanan Claude Dallas

Elizabeth Fillmore Gilberto Hamilton

Ivette Jefferson Kirby Lincoln