

Team Contract - worth 2% of overall grade weight

When completing the team contract, be sure that the following items are included:

- Team members and roles/responsibilities are clearly outlined
- Expectations regarding preparation for and attendance at team meetings, frequency and duration of meetings stated
- Process for dealing with unmet expectations/problems outlined
- Signature of all team members included (could be digital)

	5-4	3	2	1-0	GRADE
Team contract included all required elements	All elements included	Most included	Some included	Important elements no included in contract	/5
Team members and roles/responsibilities	Clearly outlined team members/roles & responsibilities	Most roles & responsibilities outlined and usually clear	Some of roles/responsibilities outlined and/or some clear	Not clear and/or missing	/5
Expectations for team members	Clearly stated	Mostly clear	Sometimes clear	Not clear	/5
Process for dealing with unmet expectations/problems	Clearly & comprehensively stated	Mostly clear and comprehensive	Some things not clear and/or not comprehensive	Not clear and/or not comprehensive	/5
					/20