

## Memorandum

To: Project Team

From:

Date:

Subject:

**The mission of this team is to put forth the best *quality* finished project achievable through the utilization and integration of team member's abilities and through the use of available research information and technology.**

The purpose of this agreement is to establish rules governing the arrangements as to how we as a group will work together towards the successful completion of our team project.

This Agreement is entered into by the members of our project team, effective (Month, Day, Year), and shall remain in effect until the completion and turn-in of the project on December 12, 2001.

### **Rights of each member**

- Each member of Our project team shall be included in all written communications between other members.
- In the event, a member misses a meeting, assignments for individual portions of the team project may be made by the remaining members in attendance.
- Each member shall have the right to clarification of assignments and any updates of progress made.
- Individual timetables will be considered when scheduling team meetings

### **Expectation of team members**

- Each member will participate and contribute fully in the process and completion of the project.
- Each member will communicate their individual progress as it occurs to the entire group.
- Each member must be committed to communication of tasks as to not take on too little/much or any complications that may stem within the process of completion.

### **Responsibilities of each member**

- Each member shall attend every group meeting. If a member is not able to attend a scheduled meeting, they must contact the remaining members with enough time before the meeting to reschedule.
- Each member shall participate and contribute to the project at each meeting.
- Each member is responsible for assigned tasks to be completed by assigned due dates.

**Removal from the team**

- Failing to communicate individually assigned work progress to the rest of the team on repeating occasions and at critical times.
- Not completing assigned work or otherwise putting team productivity in jeopardy.
- Missing two or more scheduled meetings with no legitimate excuse.
- In the event that an individual team member fails to participate within the team by engaging in the three actions listed above, the remaining team members may draft a warning letter for non-participation.
- A second offense may generate a second letter from the team, or the team may petition to have that person removed from the team.

**Individual Performance Eval Criteria**

- 1) Completed tasks on time
- 2) Organized and prepared
- 3) Communicated well with team
- 4) Active in team decision making
- 5) Open to others ideas as well as offering ideas
- 6) Offered CONSTRUCTIVE criticism
- 7) Committed to team success as well as individual success
- 8) Committed to QUALITY as well as quantity

Signing below guarantees that we have read this contract and agree with its mission and principles. We agree to follow team rules and recognize that there are consequences for breaking these rules. This contract can be altered only on the condition that it enhances the quality of our teamwork. We accept these conditions:

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