2019

Sustainable Earth Team Contract

Team Name:
Aspect of Sustainability:
1. **Team Members & Contact Information:**

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<th>Team Member 1</th>
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*These are the terms of team conduct and cooperation that we agree on as a team, we will be free to amend these throughout the assignment as long as all team members & our teacher agree to the amendments.*

2. **Participation:** Set the expectations for your team when it comes to participation & completion of team-assigned tasks.

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3. **Communication:** Set the expectations for your team when it comes to how & when you’ll communicate while **NOT** in class (Gmail, text, Snapchat, something...). After you have agreed upon this, please complete the “contact information” in the chart above.

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4. **Check-In Meetings:** You will hold a team meeting during the first 5-10 minutes of every team-work day. Set the expectations for all team members during team meetings.

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Team Dynamics

There are bound to be positive and negative experiences throughout the Sustainable Earth Project. Working closely with other people is part of the human experience. There is not one adult in existence who can tell you that they get along constantly with every co-worker. Learning how to navigate communication break downs is part of the team dynamic. Please be aware that certain types of approaches to team work can derail the process quickly – “Domineering” team members (those who want it their way, all the time and are unwilling to compromise), “Hitchhiking” team members (those who aren’t willing to put in their fair share of the work, but expect the same grade), and “Resisting” team members (those who, from the start, verbalize their dislike for team projects and resist working collaboratively). One way we will attempt to not fall into any of these problematic approaches to team work in by assigning team roles. As a team, decide who will complete each of the roles below – play to each team member’s strengths!

Coordinator: Facilitates (runs) all types of Team Meetings - ________________________________
Record Keepers: Completes any and all official notes or forms - ________________________________
Communicators: In charge of team communication (in & outside of class) - ________________________________
Representative: Communicates team needs to teacher - ________________________________

If there is a breakdown in team communication or productivity, a Team Dynamic Procedure has been created...

Dealing with Poor Team Dynamics – All teams will follow the same protocol when there are issues within a team.

I. First contract-breaking behavior: Team meeting (without teacher – but Team Representative has made the teacher aware & has filled out a Team Contract-Break Form) to discuss issue with team member. Meeting must be solution-based. Discuss the action that broke the contract, ensure that the team member understands how the team feels & why the team believes they broke the contract, and then determine, as a team, how to solve the issue. When a solution has been agreed upon (by all team members) the Team Representative will inform the teacher of the agreed upon solution.

II. Second contract-breaking behavior: Team meeting (with teacher) to discuss 2nd occurrence of a contract-breaking behavior. Once again the team will at first verbalize why the meeting was called, and which action officially broke the contract. The meeting will then become solution-based to ensure positive progress within the team. The teacher will talk about next steps if another contract-breaking behavior occurs.

III. Third contract-breaking behavior: Team meeting (with teacher) to discuss 3rd occurrence of a contract-breaking behavior. At this point the team may decide to remove the contract-breaking member. The teacher must agree to this action. A student who is removed from their team will be required to complete an assignment individually, and be held accountable to a rubric similar to the Sustainable Earth Project Rubric.

Types of Team Meetings

a. Check-In Meetings: These will be held in the first 5-10 minutes of class and will serve as the team’s time to discuss what was supposed to be completed the previous day/night and what was actually completed. The outcome of this meeting should be to set team goals to be accomplished by the next day of class and determine which team members will work towards which tasks.

b. Contract Amendment Meetings: If the team wishes to amend a portion of the original Team Contract the team’s Record Keeper will pull the Contract Amendment Meeting form & complete it. The Team Representative will deliver this to the teacher & ask for a meeting. In this meeting the team will propose amendment/s to the contract. In order to amendments to be made the entire team & the teacher must agree.

c. Contract-Break Team Meeting: The team Record Keeper will complete a Team Contract-Break Form & the team’s Representative will deliver this to the teacher & ask for a meeting. The first Contract-Break meeting will not involve the teacher, but the solution will be communicated via the Team Contract-Break Form. The second such meeting called for the same team member will follow the same protocol, but this time the teacher will sit in on the meeting. The third such meeting called for the same team member could result in the removal of the student from the team.
5. **Discussing Conflicts within the Team**: Set expectations on how to approach team members when they are not following the agreed upon norms of the team (participation, communication, deadlines, etc.). Please note that this step should come before completing a Contract-Break Team Meeting Form. In order to access the Contract-Break Team Meeting Form, a team must have evidence that they have attempted to discuss the issue with the team member before the formalized team meeting process can begin.

6. **Deadlines**: Set expectations for how your team will ensure that all work completed before a deadline is finished & up to the standards of the team.

7. **Team Signatures**: By writing & signing your name below, you agree to the terms & conditions of this document for the duration of the Sustainable Earth Project. This document may be amended during a Teacher-Team Contract Amendment Meeting with the agreement of all team members & the teacher.

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<th>Team Member’s First &amp; Last Name (Print)</th>
<th>Team Member’s Signature</th>
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Team Check-In Meetings – Notes taken by team’s *Record Keepers*

Check-In #1  Date _______________________

What goals will be accomplished by tomorrow at the beginning of class?

__________________________________________________________________________________________________

Which team members will work towards completing each of these goals?

__________________________________________________________________________________________________

Check-In #2  Date _______________________

What goals were to be accomplished by today?

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Which goals were not completed?

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What are your team’s goals for today? Who will work towards each of the goals?

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Check-In #3  Date _______________________

What goals were to be accomplished by today?

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Which goals were not completed?

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What are your team’s goals for today? Who will work towards each of the goals?

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Check-In #4  Date _________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #5  Date _________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #6  Date _________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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### Check-In #7  Date _______________________

**What goals were to be accomplished by today?**
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**Which goals were not completed?**
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**What are your team’s goals for today? Who will work towards each of the goals?**
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### Check-In #8  Date _______________________

**What goals were to be accomplished by today?**
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**Which goals were not completed?**
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**What are your team’s goals for today? Who will work towards each of the goals?**
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### Check-In #9  Date _______________________

**What goals were to be accomplished by today?**
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**Which goals were not completed?**
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**What are your team’s goals for today? Who will work towards each of the goals?**
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Check-In #10  Date __________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #11  Date __________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #12  Date __________________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #13  Date _______________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #14  Date _______________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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Check-In #15  Date _______________________

What goals were to be accomplished by today?
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Which goals were not completed?
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What are your team’s goals for today? Who will work towards each of the goals?
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