

Submit the completed form to your team advisor and keep a copy for you.

Project Team Contract



For Academic Year: _____

Project Team Name			
Project Team Advisor	Name:	Discipline(Major):	Email:
Project Team Graduate Assistant	Name:	Discipline (Major):	Email:
<u>Long Term Goal of the Project</u>			
The <u>Scope and Deliverable</u> of the Academic Year	Academic Year Scope/Goal:		
	Academic Year Deliverables:		
General Rules and Policies	<p>Each team member is required to</p> <ul style="list-style-type: none"> • Work proactively and keep the advisor and team members informed of things related to the project. • Be honest and open during all project activities. • Encourage diversity in team work. • Provide the opportunity for equal participation. • Be open to new approaches and new ideas. • Encourage everyone to participate in solving problems. • Focus on solving problems, not blaming people. • Only use constructive criticism. • Be present on time for <u>weekly meetings</u>. • Bring assigned works completed to the meetings. • Honor meeting timeframes. • Present ideas clearly and concisely. • Read communications (emails, meeting minutes, action items, etc.) from the team. • Respond in a timely manner. • Honor the team leader and follow the leader's instruction and assignment 		
Team Specific Rules and Policies	Stated by the advisor or graduate assistant:		
Commitment by Participant	<p><i>I voluntarily participate in the project team with expected activities to collectively achieve the long-term goals and the academic year objectives under the guiding goals, roles, and policies as stated in this contract. I understand that I am obligated to abide by these rules and policies. I understand that if I do not abide by them, I may be requested to leave the project team.</i></p> <p>-----</p> <p style="display: flex; justify-content: space-between;"> Name (print) Signature Date </p> <p>-----</p> <p style="display: flex; justify-content: space-between;"> Email Major (EE, CpE, CS, ME, CV, CHEM, etc) Level (Gr,Sr, Jr, Sp, Fr) </p>		
Approved by the <u>Advisor or Graduate Assistant</u>	<p>-----</p> <p style="display: flex; justify-content: space-between;"> Approver's Name (<u>Advisor or Graduate Assistant</u>) Signature Date </p> <p>-----</p>		