

# Project Team Contract

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Team Members:

Name	Contact Info	Strengths	Weaknesses
	Cell Phone or Home Phone (Circle One)		
	E-mail		
	Cell Phone or Home Phone (Circle One)		
	E-mail		
	Cell Phone or Home Phone (Circle One)		
	E-mail		
	Cell Phone or Home Phone (Circle One)		
	E-mail		

### **Functional Roles**

Team Leader: \_\_\_\_\_

Team Computer Captain: \_\_\_\_\_

Team Documentarian: \_\_\_\_\_

Team Flex: \_\_\_\_\_

### **Academic Roles**

Editor: \_\_\_\_\_

Designer: \_\_\_\_\_

Writer: \_\_\_\_\_

Speaker: \_\_\_\_\_

### **Team Goals and Collaboration**

1. What grade are you aiming for? (Remember, working for an A will require completing portions of the “Advanced” section of the rubric.)
2. How will you ensure that information is shared between all group members and accessible even if someone is absent? (*Suggestions: Keep important documents in the team folder, post work daily to team’s discussion board or Google Drive, and/or e-mailing work to each other.*)

### **In Class Behavior/Off Task**

3. What are your group agreements with regard to in class behavior?
4. What are the consequences for off task behavior? What behaviors will result in a warning being given?

### **Productivity/Incomplete Work**

5. "What are your group agreements with regard to completing work in a timely manner?"
  
  
  
  
  
  
  
  
  
  
6. What will be done as a team to help each other out so that this does not become a problem? (*Suggestions: Work after school, during lunch or during Saturday school to stay on top of deadlines*).

### **Attendance**

7. What are your group agreements with regard to attendance/tardiness?
  
  
  
  
  
  
  
  
  
  
8. What is a group member required to do if he/she is going to be absent? Who will he/she call to let them know he/she can't be there and get the work?

**Firing Process**

- If a person is fired he/she will lose all of his/her teamwork/collaboration points and will have to complete his/her portion of the project on his/her own.
- The last day to fire a team member is the midpoint of the project.

***The date for the last day to fire a team member for this project is: \_\_\_\_\_***

9. There needs to be a minimum of 1 warning given by the team and 1 involving the teacher. Final firing must be discussed with teacher.
- a) *How many warnings total will be given? Additional details?*

10. A team member who is fired will have access to all of the work that they did.

In addition:

- b) *If the person who was fired did contribute to the project will he/she be allowed to have access to all the project work that was completed up until the date the person was fired? **Yes or No***
- c) *If the person who was fired did not (or at least very minimally) contributed to the project will he/she be allowed to have access to all the project work that was completed up until the date the person was fired? **Yes or No***
- d) *Does the remaining team have accessed to the fired person's contributions/work up that was completed prior the being fired? **Yes or No***

11. What will happen if a group member does not complete his/her tasks AFTER the last day to fire someone? How will your group make sure the work still gets done? What type of check system can your group use?

**I have read and understand this team contract. Further, I agree to fulfill my responsibilities to this team as spelled out in this document.**

Signature	Date
X _____	_____
X _____	_____
X _____	_____
X _____	_____

**Warnings Given**

Name	Date	Reason	Teacher Signature

## Calendar Template

Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	<b>11</b>
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

## PROJECT MANAGEMENT LOG: TEAM TASKS

Each team will have a binder that will be kept in class. This document needs to be filled in daily and kept in the binder.

**Remember to review the rubric often to ensure articles are meeting requirements!**

Task	Who Is Responsible	Who Peer Edited It	Corrections Made	Check off box (when done)
One Page Biography				
One Page Typical Day US/Featured Country				
Paragraph Description of Government				
Picture and Description of Flag				
Table of Statistics				
One Page Description of Two Cultural Customs				
Description of an Environmental Issue				
Description of a Natural Disaster				
Description and Pictures of 3 Animals				
Explanation of a Top Agricultural Commodity				
Political Map	Editor			
Physical Map				
Landscape Zones/ Biomes of Continent Map				
Description of the Biomes and Climate				

**Everyone is responsible for ensuring their work is free of grammatical and spelling errors and completing entries for the works cited for the sources used to find information!**

## Work Ethic Points

Total Work Ethic Points to be Divided: \_\_\_\_

Please take a minute to review your team contract, paying close attention to the functional (team captain, notebook manager, etc.) and academic (parts of the final project) roles assigned to each person. Talk about how well each person in the group fulfilled his/her assigned roles and assisted other members of the group.

List each team member below and the total number of work ethic points s/he is being awarded by the team. **For each person write a 2-3 sentence justification of his/her score that includes an assessment of how well s/he fulfilled their functional and academic roles.**

Team Member \_\_\_\_\_ Functional Role \_\_\_\_\_

Academic Role \_\_\_\_\_ Work Ethic Points Awarded \_\_\_\_\_

Justification:

Team Member \_\_\_\_\_ Functional Role \_\_\_\_\_

Academic Role \_\_\_\_\_ Work Ethic Points Awarded \_\_\_\_\_

Justification:

Team Member \_\_\_\_\_ Functional Role \_\_\_\_\_

Academic Role \_\_\_\_\_ Work Ethic Points Awarded \_\_\_\_\_

Justification:

Team Member \_\_\_\_\_ Functional Role \_\_\_\_\_

Academic Role \_\_\_\_\_ Work Ethic Points Awarded \_\_\_\_\_

Justification:



**Individual Reflection**

What grade did you think your team was going to get? What grade did you get? Do you think the grade is fair? Why or why not?

Are you proud of the work you personally contributed to this project? Why or why not?

Did you wait until the last minute? Why? What will you do differently next time to avoid working at the last minute?

What actions did you take to hold your team mates accountable? What will you do differently next time?

What actions did you take to let others in your group know that they were not meeting the expectations of the group?

Did you record warnings for people in your group? Do you think you could have done this more effectively? Why or why not?

Did everyone in your group fulfill their functional roles (notebook captain, computer captain, etc.)?

How can we structure the project/timelines or the teams better to ensure you are more successful?

## Daily Collaboration Score

Each day as a team you will have the potential of **earning 10 collaboration points**. In order to earn your full points as a team you need to make sure **ALL of the tasks which are designated in the TEAM ROLES are complete AND you must make sure this paper is signed** after your computers are put away and area is clean. If any of the tasks outlined on the TEAM ROLES sheet are incomplete or poorly completed the team will receive a **ZERO** for the day. Also, if a team member has an **unexcused absence** s/he will earn a zero for the day. If a team member has an **unexcused tardy** s/he will lose 5 points for the day.

Team Country: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list group members by first and last name!**

Names	(date)											Point Total
Teacher Initials												

### Codes for Attendance:

√ - Present

EA - Excused Absence

UA - Unexcused Absence

ET - Excused Tardy

UT - Unexcused Tardy