Group Contract and Work Plan

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Goals and Deadlines**: What are our team goals? What major deadlines should we establish now (initial research done by date, generation of possible ideas done by, consensus of plan decision, implementation steps, etc.?) |
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| **Expectations and Norms**: What do we expect of one another in regard to attendance at meetings, participation, communication, the quality of work, etc.? |
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| **Procedures**: What rules can we agree on to help us meet our goals and to have productive and useful meetings?  |
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| **Enforcement and Consequences**: How will we address failure to perform or negative behaviors in regard to these goals, expectations, policies and procedures? What process will we follow to ensure everyone in the group contributes? |
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By signing this document, you agree to the terms listed above. Sign below.

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