# Team contract

**This team contract helps you to establish an initial commitment, a shared understanding of goals and responsibilities, and a direction for the team and how members will work together.**

🡪 As a team, fill out the contract and let it sign by every team member!

## 1. Team nameFirst, it’s time to get creative. Find a name for your group!

## 2. Team GoalsWhat are your team’s goals for this project? They can be about the task, the group process, or what members hope to gain from working on the project.

## 3. Team RolesWhat roles and responsibilities will different members have for the tasks associated with the project?

## 4. CommunicationHow often and through which media/channels will your team communicate?

## 5. Attendance and ParticipationWhen, where, how often, and for how long do you want to meet?

## 6. Decision-Making/Problem-SolvingHow will decisions be made? How will problems be solved?

## Signatures

## Contact

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If you have any questions or comments, please contact digitalmobil@fh-bielefeld.de.

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