Team Name (or Project Name)

__________________________________________________________________________

Team members: Print name and e-mail (optional: phone #)

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Team Goals (List at least 3.)

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What it takes to be a good team member:

1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________
What it takes to be a bad team member:

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

I recognize what it takes to be a good team member versus a bad one. I will do my best to be a good team member throughout this project.

Signature:

_________________________________________________________________________________  Date: _________________
_________________________________________________________________________________  Date: _________________
_________________________________________________________________________________  Date: _________________
_________________________________________________________________________________  Date: _________________
_________________________________________________________________________________  Date: _________________
_________________________________________________________________________________  Date: _________________

NOTE:

It will be possible for a team to “fire” a team member for lack of participation or if a personality conflict cannot be resolved. A formal process must be followed:

(a) Notify the instructor in writing giving a complete description of the problem and any steps that have been taken to try correct the problem.
(b) Call a meeting for all the team members and the instructor to openly discuss the situation.
(c) Document in writing the outcome of the meeting.

If someone leaves a group while three or more weeks remain in the group project that person may find another group to join or complete the project alone. During the last three weeks of the group project a person cannot join another group.