

GEOL204 The Fossil Record
“Notes from the Fossil Record” Team Responsibilities Contract
Due March 5, 2018

TURN IN JUST ONE SIGNED COPY PER TEAM, but each team member must retain their own copy as well.

This team contract will set the procedures for the team to:

- Methods to contact other team members
- Setting team work due dates and obligations
- Setting team meeting schedules
- Provisions for dealing with team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team.

CONTACT METHODS (include the phone number, email address, etc., as appropriate)

Team Member	Best Method to Contact Them	Alternative Method to Contact Them
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DUE DATES AND WORK DISTRIBUTION

Examine the complete “Notes from the Fossil Record” page (<http://www.geol.umd.edu/~tholtz/G204/docs/204platform.html>) to determine what work needs to be done, and when it has to be turned in or otherwise completed. With your team, determine a plan to complete these activities. Below, list **WHICH** team member will be responsible for completing **WHAT** task and by **WHEN**. Everyone should be doing comparable levels of work.

Group Member 1 _____
Responsibilities:

Group Member 2 _____
Responsibilities:

Group Member 3 _____
Responsibilities:

(if you have one, Group Member 4) _____
Responsibilities:

TEAM MEETINGS

The team needs to meet in order to ensure that the project is proceeding on schedule. These meetings may be in person, or virtually (i.e., Skype or other online method), etc. In the space below, list **WHEN** each team meeting will occur (date and time) and the **LOCATION** (physical location or other method) of each meeting.

