**Psychological safety is...**

a team atmosphere where all members feel safe to express ideas, queries, and concerns. A lack of psychological safety in a team setting might result in a poor decision, a bad product, or worse. There are a variety of reasons why someone might not feel psychologically safe (both cultural and social); a strong team will work together to ensure psychological safety is maintained and that all voices are heard.

**Team Contract**

For each of the prompts below, consider how your team will effectively establish and maintain **psychological safety**. Follow the prompts; responses must be agreed upon by the whole team. Guiding questions have been provided to assist you; however, your team’s responses may address ideas outside of the guiding questions.

By completing this contract, you will meet the following learning outcomes:

1.4.b. → learners will begin to identify how psychological safety can be sustained, for self and others, and begin to implement this knowledge

1.4.c → learners will understand how psychological safety is important to effective group work

**Expectations around Psychological Safety:**

* *How can psychological safety be maintained for the group? What does each group member need in order to feel psychologically safe?*

Response:

**Participation and Communication:**

* *How will the group ensure that everyone is participating equally, and that everyone feels safe contributing? Will group discussions be moderated to ensure everyone has an equal opportunity to speak?*

Response:

**Deadlines:**

* *How will your team prepare for deadlines? Will you set internal deadlines? Work from an online document? Will someone be responsible for checking the work of other group members? Will your group peer review the work before submitting?*

Response:

**Procedure for Feedback/Accountability:**

* *What procedure should group members follow when they feel the need to give criticism or feedback while ensuring psychological safety won’t be compromised? Will the team opt for one-on-one communication? Online or in-person? Is a system needed within the team to discuss the criticism if needed?*
* *How will your team hold each other accountable if the need arises? Will a specific team member be responsible for holding everyone accountable?*

Response:

**Additional Criteria:**

For each milestone, the team must include a table describing the contribution of the team members to the report and the deliverables according to the following headings. See the milestone assignment / individual reporting instructions for more details.

**Report Contributions (Requirement / Deliverable / Verification & Validation Documents)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Content** | **Minor Content** | **Aurthor** | **Reviewer** |
| [Criteria defining a person’s contribution as major in terms of the section material] | [Criteria defining a person’s contribution as minor in terms of the section material] | [Criteria defining a person’s contribution as an author for the section] | [Criteria defining a person’s contribution as a reviewer for the section] |

**Deliverable Contributions (List of Deliverables Documents)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Design** | **Minor Design** | **Major Testing** | **Minor Testing** |
| [Criteria defining a person’s contribution as major in terms of design] | [Criteria defining a person’s contribution as minor in terms of design] | [Criteria defining a person’s contribution as major in terms of testing] | [Criteria defining a person’s contribution as minor in terms of testing] |

As a team, discuss what each person would like to gain (2 – 4 points) from the Capstone project. The team should review the learning goals at each project milestone.

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| --- | --- |
| **Team Member** | **Individual Learning Goal** |
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|  | **Names** | **Signatures** | **Date** |
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