



VANDERBILT.

Executive Education

OWEN GRADUATE SCHOOL OF MANAGEMENT

CREATE AN ENVIRONMENT
CONDUCTIVE TO INNOVATION AND
TEAM SUCCESS WITH A
TEAM CONTRACT



1. SELECT AN INTERRUPTION-FREE SPACE WITH A WHITEBOARD FOR NOTE-TAKING AND OPEN SHARING.



2. REVIEW THE AGREED - UPON AGENDA AND DESIGNATE A TIMEKEEPER AND FACILITATOR.



3. SPEND 10 MINUTES ALLOWING EACH MEMBER TO HAVE BALANCED INPUT.



4. SPEND THE SUBSEQUENT TIME PRIORITIZING, REMOVING OR ADDING IDEAS.



5. DRAFT AN AGREEMENT AND HAVE ALL MEMBERS SIGN IT.



6. BRING A COPY OF THE CONTRACT TO ALL TEAM MEETINGS AND EDIT AS NEEDED.

SIGNATURES:

CREDIT: CREATIVE PEOPLE MUST BE STOPPED,
DAVID OWENS, VANDERBILT EXECUTIVE EDUCATION PROFESSOR