# Expectation Management Sheet:

**Name of Participant**

<table>
<thead>
<tr>
<th><strong>Goal Setting</strong></th>
<th><strong>Decision Making</strong></th>
<th><strong>Conflict Resol.</strong></th>
<th><strong>Work Division</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the goal of this team? What does this team hope to achieve by a certain date?</td>
<td>How will decisions be made? Is it through a democratic voting process, or will someone have the final say on issues?</td>
<td>How will conflicts be resolved in the team? Is there a recommended process by which conflicts should be handled?</td>
<td>What are you responsible for in this team? What is your job scope?</td>
</tr>
</tbody>
</table>

## Personal

Your personal opinions and suggestions on each of these areas.

## My Team's

The final expectations set by the team after discussion.

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I agree with the standards and expectations that my team has set out in the Expectation Management Sheet and I commit myself to living to these standards and expectations.

_________________________ _________________________

Name & Date Signature

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