

# Cornell Guided Notes

Biotechnology for Health (Biomedical Innovations) | 2027-01-29

Name

Period

Date

Lesson

## Lesson focus

Team contract

## Key words and questions

## Prepared details and student notes

**Essential question**  
**What is today's target?**

Write a team contract that defines roles, communication norms, and decision rules for the ER design work. Big idea: A team contract converts good intentions into accountable commitments -- it is the difference between a group and a functional engineering team.

**My notes, examples, and questions**

**Key words**  
**What vocabulary unlocks the lesson?**

- triage
- stakeholder
- system
- constraint
- workflow
- inefficiency

**My notes, examples, and questions**

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## Cornell Notes - Continued

### Key words and questions

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**Must-know ideas**  
**What should I understand by the end?**

- How to assign roles and responsibilities so each team member owns a defined piece of the work.
- How a written decision rule prevents impasses before they happen.
- Why documenting individual evidence separately matters even when the final product is collaborative.

**My notes, examples, and questions**

**Process notes**  
**What happens during class?**

- 0-10: Review what makes team contracts effective: role clarity, communication norms, and decision rules
- 10-30: Assign roles: define each team member's responsibilities and owned deliverables
- 30-50: Write communication and deadline norms: how will you meet, communicate, and flag problems?
- 50-65: Add a decision rule and an individual-evidence clause to the contract
- 65-77: All members sign and submit the completed team contract
- 77-80: Exit check: each member states their role in one sentence

**My notes, examples, and questions**

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**Steps and evidence**  
**What do I do and turn in?**

- Define each team member's role and responsibilities.
- Agree on how the team will communicate and meet deadlines.
- Write a rule for how the team resolves disagreements.
- Add a clause for how individual evidence is documented.
- Submit the completed team contract.

Evidence: Tracker entry - Signed team contract with defined roles, communication norms, a decision rule, and an individual-evidence clause.

**My notes, examples, and questions**

**Checks for understanding**  
**How do I know I got it?**

- Your contract assigns clear roles and a decision rule.
- You can explain how the contract prevents common team problems.

**My notes, examples, and questions**

**Lab or safety notes**  
**What must I handle carefully?**

No special lab safety notes today. Follow normal classroom and digital-work expectations.

**My notes, examples, and questions**

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## Cornell Notes - Continued

### Summary

Today's lesson focused on Team contract. The main target was: Write a team contract that defines roles, communication norms, and decision rules for the ER design work. The evidence of learning is Tracker entry: Signed team contract with defined roles, communication norms, a decision rule, and an individual-evidence clause.. In my own words, the most important idea from today is:

**My summary**

**My final question or connection**