Team Foundation Agreements

Team Name: _____

Team Member Names:

Name	Telephone	Email	Initials

Discuss the following questions to build trust and rapport when building your team. Complete the sections below as a team.

Values & Behaviours

- What are three values that you think are important to teamwork?
- What are behaviours that relate to those values?
- What behaviours do you want to see in yourself and your team?

It is important to consider your personal values and your team member's values, and then explore team values.

Personal Values:

Team Member Name	Personal Value(s)

Team Values:

Decide on your team's top 3 values (link to values sheet) and what it looks like to demonstrate your values.

Value	Behaviour

Expectations of Team Behaviour (s): As a team, what characteristics and expectations do you commit to that will lead to building a high performing team? (Use examples from the ITP Metrics and VIA Strengths Assessment Inventory.)

Expectations:
1.
2.
3.
4.

Purpose & Goals

- What are your personal goals for your program? And as part of a team?
- What do you need from your team to accomplish your personal goals?
- What expectations do you have for your team members?
- What are the most important qualities for succeeding in a team?

Personal Learning Opportunities and Support:

Name	Area for improvement or learning
	I would like to improve/learn….
	My teammates can help me by….
	I would like to improve/learn…
	My teammates can help me by…
	I would like to improve/learn…
	My teammates can help me by….
	I would like to improve/learn…..
	My teammates can help me by…
	I would like to improve/learn….

	My teammates can help me by…

Goals: What will be your team goals?

Use the SMART Goal Method (Specific, measurable, attainable, realistic, timely)

> ***In order to fulfill these goals*, *we need to agree on concrete plans and strategies***

(Examples: We will meet as a team one day each week with a working agenda for 1-3 hours (depending on task), and if we do not have team assignments we will build our team and have coffee or do an activity socially. We will attain 70 percent or above on our team assignments and to get there we will ensure open communication, meetings and reflection. We will reply to communication (email, text, Facebook chat, etc.) within * hours, so that there is continual movement with our assignments.)

a. _____

b. _____

c. _____

Team Strength

> *The strength of the team is each individual member. The strength of each member is the team.*
> Phil Jackson.

Discuss strengths and assets of each team member and record below.

Name	Strengths/Assets
	Knowledge:
	Skills:
	Other abilities/attributes:
	Knowledge:
	Skills:
	Other abilities/attributes:
	Knowledge:
	Skills:
	Other abilities/attributes:

	Knowledge:
	Skills:
	Other abilities/attributes:
	Knowledge:
	Skills:
	Other abilities/attributes:
	Knowledge:
	Skills:
	Other abilities/attributes:

Roles and Descriptions

Creating roles and responsibilities allows clarity and accountability in your team. Brainstorm roles for your team and performance expectations.

(Example: project manager, scheduler, note taker, editor, etc.)

Team Roles	Role Description
	Role Description:
	Team Member:
	Role Description:
	Team Member:
	Role Description:

	Team Member:
	Role Description:
	Team Member:
	Role Description:
	Team Member:

Conflict Management

How will you provide feedback to teammates? How will you deal with conflict?

Concern	Strategy (E.g. Feedback model, team meeting, consult with team coach, address concerns individually, speak with instructor)
Lack of Participation: Member of team is not coming to meetings, not completing work, and/or not responding to emails.	Step 1: Step 2: Step 3:
Leadership/Control: Member of team does not consult group, makes decisions for team without consulting, or does most of the work for team.	Step 1: Step 2: Step 3:
Quality of Work: Some members of the team want an "A" and expect very high quality of work, others are not worried about grades or quality of work.	Step 1: Step 2: Step 3:

Planning and Scheduling Meetings

Brainstorm efficient and effective ways to structure team meetings

Examples: Sending agenda 24 hours before meeting and following agenda and timeline, everyone comes prepared with their portion of work/readings complete, keeping a written record of meetings, especially any decisions or plans made, All scheduling and confirmation of room is on _____ platform).

Reaching Agreement

How will we reach timely and shared agreement on issues and topics?

Examples:

- Silence from team members will be viewed as acceptance
- State the question/issue clearly and publicly so we all know what we are trying to agree on
- Testing for agreement before we dive into debate and discussion, if one team member has a different view from the rest of the group, we will take brief break and ask that person to make a case for her/his preference. The rest of us will actively listen and look for win-win solutions that integrate everyone's preferences. If we cannot reach an agreement through consensus, then we will rely on a majority vote (50% +1). In a team of 5, this means a vote of three carries.

Resources

What **resources** can you use to ensure team success in the following areas?

Conflict resolution:

Time management:

Communication:

Fulfilling responsibilities:

Other (explain):

If you agree to this team agreement, please **sign and date** below:

_____

_____

_____

_____

_____