# Team Agreement

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Member Names:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Personal Values: (Not clear on your values? Complete a 5 minute** [**Barrett Values Assessment**](https://www.valuescentre.com/tools-assessments/pva/)**)**

|  |  |
| --- | --- |
| Team Member Name | Personal Value(s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Values:** What are our team values? (name one or more)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Outcomes:** What are the desired outcomes that we wish to achieve as result of working in a team?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Demonstrated Team Behaviour (s):** As a team, what behaviours do we commit to doing that demonstrate our alignment with our **values** (above) and desired outcomes? (*For example: How we demonstrate RESPECT: show up on time for team meetings, stay off our phones during team time, demonstrate our understanding of each other’s ideas*)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teamwork Competency Development** (e.g. Meeting facilitation, conflict resolution, giving and receiving feedback, project planning)

|  |  |
| --- | --- |
| **Name** | **Team skills/competencies** |
|  | I would like to enhance/develop/learn….  |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn… |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn… |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn…. |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn…. |
| My teammates can support me by…. |

**Strengths in the Team:** What strengths and assets does each team member bring to the team?

|  |  |
| --- | --- |
| **Name** | **Strengths – What I bring to the team…** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Scheduling and planning productive work together:** How will we structure and schedule our teamwork so that a) meetings are efficient and effective, and b) everyone is able to contribute to our goals?

**What team communication tools and platforms will we use?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Options** | **Our team will use...** | **Who needs training on this tool? Who can train others?** |
| Messaging & chat | Signal, WhatsApp, Wire, Slack, Google Chat, Microsoft Teams, Viber, Email, Facebook Messenger, Telegram, etc. |  |  |
| Video calls (team meetings) | Zoom, Skype, Collaborate, Microsoft Teams, Google Duo, Facebook Messenger, WhatsApp, etc. |  |  |
| Document sharing and creation | Google Drive, Office 365, Dropbox, etc.  |  |  |
|  | Any other tools? |  |  |

**Communication Response Time:** When a text communication is sent out amongst the team, we expect to hear a response from other team members within a maximum of \_\_\_\_ hours.

**Our regular meeting time(s) is/are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(We recommend pre-scheduling**regular weekly or bi-weekly meetings in advance)*

**Team Decision-Making:** Our processes for making decisions as a team, and the situations when these processes will be used. *(e.g. consensus, democracy, leader decides, delegate, other?)*

**Confidentiality:** How will we handle personal/sensitive information? (*What do we agree is beneficial to share and what do we agree will be kept within the team?)*

**Potential Team Challenges:** [Teamwork Resources: What happens if our team gets stuck?](https://teamswork.royalroads.ca/resources/how-do-we-overcome-obstacles)

|  |  |
| --- | --- |
| **Challenge** | **Potential Strategy** (e.g. Ask questions, discuss concerns, give feedback; consult with team coach, speak with instructor**, review team agreement)** |
| **Lack of Participation:** Member of team is not coming to meetings, not completing work, and/or not responding to emails.  | Strategies: |
| **Lack of Collaboration**: Member of team does not consult group, makes decisions for team without consulting, or does most of the work for team. | Strategies: |
| **Different Standards/Abilities:**Team members with differing academic expectations, motivations or strengths. | Strategies: |
| **Specific Behavior:** | Strategies: |

**Additional Agreements:** Based on your previous team experiences, what is missing from this Team Agreement? Please discuss and clarify your concerns and ideas below. Documenting your concerns early as a team will help set you up for success during future teamwork.

Complete the contact information section below and share your contact information amongst your team members. Your signature indicates that you understand and agree to commitments of this Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Royal Roads Email Address** | **Phone/text contact #: (emergency contact also recommended)** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**NOTE: As your team develops over time, it is expected that adaptations/updates to your Team Agreement may be required, at the discretion, and by agreement, of all team members.**