TEAM AGREEMENT GUIDELINES

For

GitGud

Version 1

Prepared by:

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Prepared for:
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Sign-off and Approvals

Team Agreement Sign-Off:		
The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the **Smart City** project to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
Bryce ford *n9733515*		
Jonathan Bailey *n9742760*		
Cain Kroker *n9938222*		
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Tutor Approval		

Instructions: You may use this template to plan and discuss your team agreement by substituting and adding your own ideas and text wherever there are italics throughout the document.

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1   Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Team GitGud who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the smart city project. In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:
- High level principles contributing to an effective team;
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.

2 Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

Communication

We've agreed to meet at least twice a week, one meeting straight after the tutorial Wednesday 1PM to at least 2PM. Our second meeting will be held online via Discord at some point during Thursday.

2.1 Team Principles and Processes

Giving positive Constructive feedback:

this is where members within the team give feedback on another team member's work in a way that is to benefit the team and will not seek to offend or offensively criticize work that is created.

This is so errors and issues can be knocked out of the project early and will also encourage the other team members to come forward to present their work as the feedback will be given in a way that won't seek to offend another team member.

It is important for team members to exercise this feedback process whenever another member brings forward their work. It is important to be honest or to seek further information as to what something means if it is not understood properly.

A concept called a "compliment sandwich" can be used if one member disagrees with what another member has said or done. A compliment sandwich is when one team member starts by giving a positive comment on the other person's work. It is then followed by the critique of the other members work and is lastly ended with a final compliment.

2.2 Non-Compliance

An example of a minor non-compliance for this unit would be a failure to attend a group meeting or failure to meet the deadlines for no more than 3 weeks.

Failure to attend a meeting is self explanatory. It is simply when a member does not attend the group meeting that is discussed and agreed upon. If other issues occur and attendance is not possible the team member must first let the rest of the team know as soon as possible and find a way to make it up to the team in some way. If both of these things are done the minor non-compliance strike can be removed.

Failure to meet deadlines for no more than 3 weeks is a 3 strike system type process. If a team member lets the rest of the team down one week they are warned to not let it happen again. The second time a minor non-compliance strike is recorded and another warning is made. Thirdly another minor non-compliance strike is made. Further failures to meet deadlines will result in a major non-compliance strike.

In saying this … it is important to note that with a good reason and a way to make it up to the rest of the team a strike might not be recorded.

A major non-compliance strike occurs where there are more than 3 meeting sessions (that have have been set from a prior meeting) that a member has not attended or when more than 3 failure to meet deadline strikes occur.

2.3 Dispute Resolution & Conflict Management

If there are any issues with what is occurring within the group a simple majority vote will be conducted. If the member or members still have an issue after the majority vote then a group sit down with the tutor or lecturer may need to occur referring to the team agreement and the majority vote rule.

3. Conclusion

This document has articulated the high level and operational processes agreed to by team "GitGud" *.* This team agreement will apply for the duration of the Smart City Project*.* To meet the objectives of the project and demonstrate their abilities as IT professionals, team "GitGud" will implement the principles, processes and management activities described.