**Group name of this Team:**

**Purpose of this Team:**

* What is our team’s purpose or mission?

**Role and Responsibilities of all Team members:**

* What are the duties/roles of each team member?
* What is expected of each team member?

**Code of Conduct:**

* What do “on time” and “attendance” mean?
* How will decisions be made?
* How will conflict be handled?
* What behaviors should be encouraged? Avoided?
* What happens when the ground rules are broken? How will you handle exceptions?
* What recourse will you take when a team member does not perform agreed to responsibilities?
* What happens when one of the team members lets the others down?
* How will specific roles (activities, tasks) be assigned for team projects?
* How will team members give each other feedback on their performance?

**Team Meetings – how we work together**

*Face-to-face meetings are important for team cohesion and success*

* There is work to be done every week of term. How often should we meet?
* How will we schedule meetings? (for example Doodle)
* How will we compromise if our schedules don't match up?
* How important is it to arrive on time? What should we do if someone is late?
* How important is it to arrive prepared (i.e., everything done in advance, ready to get to

work)?

* What should we do if someone is unprepared?
* What is the best way to communicate with team members (e.g., email, text, phone call, video

call, messaging app)

**Team Meetings – how we conduct meetings**

*Dividing up meeting facilitation into separate leadership roles is recommended.*

* Should we set an agenda for each meeting? If so, how will we set and follow the agenda?
* Should we use assigned roles during meetings?
* Should we rotate the assigned roles, and if so how often?
* Should we end each meeting with assigned action items to complete before the next
* meeting?
* How will we record what happens at our meetings and decisions that got made?
* How will these records be shared with the team?

**Decision-Making**

*It is important that every team member is heard from before making your decisions.*

* How should we make decisions? (Vote and majority rules? All must agree? One person

decides?)

* How does each of us typically handle disagreement or conflict? (Avoid? Fight for my way?

Give in? Persuade?)

* How will we ensure cooperation and equal distribution of tasks?

**Other Policies**

You may want to set expectations about the quality of work that is expected, or what your team will do if a team member fails to follow one of the agreed upon policies.

* Are there any other policies we want to set before getting started?

**Agreement signed:**

Printed name: Signature and Date: