**TEAM AGREEMENT TEMPLATE & GUIDELINES**

**For**

**The Dream Team**

**Prepared by:**

***Group 24:***

***Team Member 1 – n10787003***

***Team Member 2 – n10661450***

***Team Member 3 – n10788557***

***Team Member 4 – n9993304***

***18/04/2021***

# 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 ***Assignment 1*** to meet the client’s requirements and timeframes. | | |
| Student number & name | Signature | Date |
| 1. ***Jackson Calvert-Lane n10787003*** | ***A picture containing text  Description automatically generated*** | *10/04/2021* |
| 1. ***Bella Qian n10661450*** |  | *10/04/2021* |
| 1. ***Darren Ross n10788557*** |  | *10/04/2021* |
| 1. ***Brendan Wallace-Nash n9993304*** | ***A picture containing harvestman, invertebrate, arthropod  Description automatically generated*** | *10/04/2021* |

# Document Change History

| Revision Number | Date of Issue | Author(s) | Brief Description of Change |
| --- | --- | --- | --- |
| 0.1 | 3-Jul-2017 | SK | Initial working draft, based upon semester 2 template |
| 0.2 | 7-Jul-2017 | SK | Incorp. RN feedback – Communications and Code of Conduct moved to sep doc. |
| 0.3 | 8-Jul-2017 | RN | Align project details with project overview and background briefing notes. |
| 0.4 | 10-Jul-2017 | RN | Updated to incorporate revised project requirements |
| 0.5 | 11-July-2017 | RN | Separate Team Agreement developed. |
| 0.6 | 16-Jul-2017 | SK | Team Agreement updated. |
| 0.7 | 21-Jul-2017 | RN | Agreement & Guidelines Merged |
|  |  |  |  |
| *1.0* | *10/04/2021* | *DR* | ***Version to be submitted*** |
|  |  |  |  |

***Instructions: You should 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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# Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for The Dream Team who are a team of students in Data Exploration and Mining (IFN509)

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during Assignment 1. In this way the agreement provides a communication tool and contract between team members and their teaching team regarding their obligations, responsibilities, activities and grades 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.

# Team Agreement

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

## Team Principles and Processes

Principle: Open communication

Rational: Open communication will help keep everyone on the same page, ensuring we always are up to date on progress.

Operational Processes: Emailing or placing in group chat any updated items. Frequent updates with any problem’s members are facing.

Principle: Positive group dynamics

Rational: Having good team dynamics will make the assignment more enjoyable, everyone feel more welcome and lead to better performance

Operational Processes: Calling out any bad behaviour (any abusive behaviour, talking over other members etc). Communicate positively (positive feedback). Pay attention to other group members through active listening & attempt to clarify any interpersonal issues in a healthy way.

Principle: Success

Rational: Striving for success will ensure our project is as good as possible

Operational Processes: Members attend any scheduled group meetings, promptly respond to communication. Help/Teach other group members when necessary remembering the end outcome.

EXPLANATORY NOTES:

Principles should be high level statements that describe **what** your team considers to be the key values, beliefs and norms that contribute to an effective team environment. For example you may adopt a principle that is “show respect for one another”.

Each principle should be accompanied by a rationale that explains **why** your team has agreed to follow the stated principle. For example, the rationale that explains the adoption of a “Respect” principle is: a healthy atmosphere will facilitate positive team outcomes.

Operational processes should show **how** the principles will be put into action or implemented and made workable by your team during the project. Examples of the operational processes associated with the Respect principle above may include: listen to each others ideas, avoid abusive language, try not to dominate the other team members, etc.

***<Refer to the Team Agreement Guidelines in the Appendix for examples and adapt (not adopt) for your team. You are required to provide 2-3 examples of team principles, rationales and operational processes that your team has agreed upon.*** ***An example of how these should appear in your Team Agreement is provided below for the Respect Principle.>***

|  |
| --- |
| * Principle (What): Show respect for one another. * Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes. * Operational Processes (How)   + listen to each others ideas,   + avoid abusive language,   + try not to dominate the other team members,   + give equal speaking time to all members |

## Non-Compliance

Minor non-compliance are items such as missing an email (as a one-off mistake) or being unable to attend a group meeting due to work commitments or other commitments.

Major non-compliance is breaching the above in a more serious way. Such as never showing up to group meetings or being very difficult to communicate with due to lack of response. Being rude towards other group members (not listening or taking their ideas seriously etc) would also classify.

## Dispute Resolution & Conflict Management

Minor agreements will be discussed with the individual. E.G. If they miss a group meeting due to work they will be asked if that will impact them further, if there is another time that is appropriate for them to meet etc. Interpersonal issues will be advised how to behave within the group (treating other members with respect etc).

The above highlighted will become major issues if the behaviour is not rectified (Eg always hard to contact or commits to group meetings then doesn’t show), further other interpersonal issues could become major issues immediately (Racist/Derogatory remarks etc). For major incidents we will discuss if its possible for the offending member to rectify that behaviour. If not they will be removed from the group.

## Peer Appraisal

***<Assign an individual mark to each member of your group (including self-appraisal), based on the contribution you perceive each to have made to the group's work.***

***A major contributor would receive a mark higher than the group mark and a lesser contributor would receive a lower mark. The total marks cannot be more than the total assigned marks.>***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Student 1** | **Student 2** | **Student 3** | **Student 4** |
| **Jackson** | 100% | 100% | 100% | 100% |
| **Bella** | 100% | 100% | 100% | 100% |
| **Darren** | 100% | 100% | 100% | 100% |
| **Brendan** | 100% | 100% | 100% | 100% |

# 3. Conclusion

This document has articulated the high level and operational processes agreed to by the Dream Team This team agreement will apply for the duration of assignment 1.To meet the objectives of the project and demonstrate their abilities as IT professionals, team Dream Team will implement the principles, processes and management activities described. This team agreement will be used in marks distribution if there is dispute in a team.

# References

QUT (2016). *ITB002 IT Professional Studies: Week 1 document.* ***Complete reference details.***

QUT (2016). *ITB002 IT Professional Studies: Team Process Management Requirements.* ***Complete reference details.***

***Provide any other references you have used to construct this proposal using APA format.***

# Appendix – Team Agreement Guidelines

In order for your team to achieve its common goals, to coordinate activities and to enable group synergy, your team and its members must communicate regularly and abide by mutually acceptable and beneficial principles of behaviour.

Team members can negotiate team principles and operational process and record these conditions in their Team Agreement. In developing the Team Agreement team members must also agree what constitutes a major breach of (non-compliance with) of agreed behaviours, the penalties for such breaches.

Some possible topics for consideration in the Team Agreement are listed below. Your team should develop **principles** and **operational processes** and any other relevant items you think are necessary to establish the “rules” by which your team will operate. A template is available to help you identify content items and structure your agreement.

## Possible Topics for Agreement Principles

The guiding principles you develop might address the following issues:

* Your team goals (How you will define success. What level of achievement / grade does your team want for this project);
* How your team will reach consensus when decision-making;
* How the team will manage & resolve differences of opinion. (Will the team require all individuals to accept the team's view?);
* How you will get quiet team members or students who have English as a second language to actively contribute to team discussions;
* How team members will share knowledge and actively collaborate with other team members to ensure collaboration;
* How tasks will be allocated and how work will be completed (will you work according to the project plan, or use an event-driven informal process?);
* How your team will resolve or accept personal or professional differences;
* The process or channel will you use to escalate issues that the team cannot resolve;
* Will your team have a team leader role? And if so what are their responsibilities and how will they be supported, rewarded or compensated for their additional work load.
* Equitable workload for team work.
* Will the team accept freeloaders (people who do no work on the project), how will you identify them, and what are you going to do about them?
* Ensure that work is done to an acceptable level of quality and meets the project’s requirements;
* What process will you follow to deal with poor quality or late work;
* What you will do if members make significantly different contributions in terms of quantity or quality of work;
* etc

## Communication and Operational Process Topics

Your team communication and operational processes should explain in detail how the principles you have stated are put into operation. They might include statements that include:

* How often your team meetings will be held, where, what time & for how long;
* What regular agenda categories will be discussed at each meeting (eg progress made, issues);
* Who will record the team meetings (eg meeting date, attendees, issues discussed, decisions, actions) and enter the data in TeamWorker when necessary;
* Will the team use an issues register to track the resolution of project, team and technical issues; if so how will this work.
* How often team members will communicate with each other;
* How team members will communicate between meetings;
* How often team members will check their email or voice mail;
* The timeframes team members will accept as reasonable to respond to email or voice mail messages;
* How team members will update each other with progress made, especially if they cannot attend a meeting;
* What a team member should do if he/she cannot meet his/her assigned tasks and deadlines;
* How the project plan will be updated to reflect actions completed and new actions assigned and who is responsible for these updates;
* Will a project library be established to contain electronic and/or print versions of documents and emails and who is responsible for maintaining this resource;
* etc

## Defining Major and Minor Non-Compliance

This section should assist you manage team and individual behaviours. Your team should agree how this section should be completed and what items it may include. It is up to you!

You might start by defining and providing examples of what the team considers to be major or minor non-compliance, i.e. a breach of one of Agreement principles or communication processes (e.g. being more than 5 working days overdue with agreed deadlines, freeloading, not responding to emails etc).

## Penalties for Major and Minor Non-Compliance

This is up to your team to agree and propose penalties. The team must then take responsibility for applying the agreed penalties. You may agree to deal with major breaches by reallocating an agreed percentage of marks, or even expulsion from the group.

You may agree to allow a small number of minor transgressions occur without penalty as long as team members behave appropriately & professionally.