TEAM AGREEMENT GUIDELINES

For

Digital Starfish

Version 1.0

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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 Digital Starfish 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 *Parking Permits and Health Violations* 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.

2.1 Team Principles and Processes

Principle: Show respect for all team members and their opinions.
Rationale: Showing respect for one another in a group assignment creates a positive experience for everyone involved in the project. This positive experience will also help in achieving a good grade for the unit.
Operational Processes: Attend all team meeting, where possible, and participate in all team meetings. Avoid using any abuse or derogatory language. Let other team members participate in discussions, try not to take over the conversation.

Principle: A majority of team members need to agree on any major changes in the project before the change can be implemented.
Rationale: Making major changes to the project unilaterally will anger other team members and potentially negatively affect the grades we receive for this unit.
Operational Processes: A vote, either verbal or online, will occur before and major decisions will be made.

Principle: Tasks will be allocated according to the strengths of the individual team members but all team members are expected to participate in all areas of the project, where possible.
Rationale: It is important to capitalise on the strengths each team member has, as this will be the key to achieving a good grade for the unit.
Operational Processes: It will be left up to individual team members to decide what part of the project they should focus on.

Communication Processes: All files will be stored in the shared Google Drive or GIT repository. All files that teaching staff need access to will be stored in the group GIT repository.

All team members are expected to participate in the Facebook group as this is where team announcements will be made.

2.2   Non-Compliance

Minor non-compliance: Examples of minor non-compliance would be taking over a team meeting in a way that negatively affects another team member's participation in that meeting or missing a group meeting without letting another team member know you can't make it.

Major non-compliance: An example of a major non-compliance would be abusive or derogatory language directed at a fellow team member or non-participation in the assignment.

If an action is not specifically covered under the minor or major non-compliance definitions, then the group will decide which category the non-compliance falls under.

2.3   Dispute Resolution & Conflict Management

Minor non-compliance: Minor non-compliance with this agreement will lead to a verbal warning being issued. If the action is not rectified, then a member of the teaching staff will be notified.

Major non-compliance: Major non-compliance with this agreement will lead to verbal warning being issued and a member of the teaching staff being notified about the non-compliance.

2.4   Team Roles

Stephanie Chadwick	Technical Advisor
Alexandra Sinenko	UI Designer
Ashleigh Wilson	Team Leader
Dylan Gorton	Client Representative
Sophie Burgess	Developer
Blake Mills	Developer

3.   Conclusion

This document has articulated the high level and operational processes agreed to by Digital Starfish*.* This team agreement will apply for the duration of the *Parking Permits and Health Violations* project*.* To meet the objectives of the project and demonstrate their abilities as IT professionals, team Digital Starfish will implement the principles, processes and management activities described.

The development team 114 are developing the Package Delivery Project, for which we are acting as their clients.