



The  
University  
Of  
Sheffield.

Department  
Of  
Mechanical  
Engineering.

## Team Operating Agreement

<b>Project Name</b>	Click or tap here to enter text.
<b>Module</b>	Click or tap here to enter text.
<b>Module Leader</b>	Click or tap here to enter text.
<b>Team Name</b>	Click or tap here to enter text.
<b>Start Date</b>	Click or tap to enter a date.
<b>End Date</b>	Click or tap to enter a date.

### Purpose of the Team Operating Agreement

This Operating Agreement serves as the guidelines and ground rules to help the project team work productively together over the course of the project lifecycle. The aim is to help you avoid disagreements about your approach to working within your team, and to help you resolve disagreements if they do arise. The agreement is a living document and may be updated as the need arises throughout the project. Any updates will be discussed with and ratified by the project team members, and should be recorded below.

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### Team Mission

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### **Team Communications**

Describe how project team members will communicate with each other. Include where project documents will be stored (e.g. Google Team Drive, and a link) and how they may be accessed; how and when meeting agendas and minutes will be distributed; and how confidential information will be handled. List all team members' email and mobile numbers, Facebook name *etc.*; their preferred communication method; and any times/days that they are unavailable to be contacted.

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**Decision Making**

Describe how project team members will make decisions. Everyone must agree on how decisions will be made to ensure that everyone can live with the outcomes, and to ensure that the project can move forward. Include guidelines for voting on decisions, how decisions will be documented, definitions of key terms, and what happens if the team cannot come to a decision.

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**Meetings**

So much project work and decision-making happens during meetings that it is important to establish how project team meetings will work. Address what will happen at meetings (generally). Establish who will be responsible for the facilitating, frequency, and scheduling of meetings, and attendance expectations.

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**Personal Courtesies**

Outline the personal courtesies that team members will extend to one another. The contents of this section depend largely on the culture of your team. Do not assume that personal behaviors are understood, and pay particular attention to any cultural differences, if you are working in a multicultural team.

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## Agreement

[illegible]