

Creating a Team Agreement

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September 18, 2018

1 Introduction

Building an effective team is not an automatic process. It requires time and effort. This handout is meant to facilitate the creation and development of effective teams.¹

1.1 Purpose of this Document

For this activity, we will explore what encourages good team work and how we might contribute to a positive team experience. As a group, you will discuss each section and develop a shared understanding of what a functional and effective team might entail. In addition, you will develop trust with and expectations for each other through this process.

This process will not guarantee the success of a team, but research has shown that the process itself greatly improves the chances of success.

Once you have completed the handout's discussion prompts, you will develop a "Team Agreement" that will be signed by all parties and loaded onto a project's website for future reference.

2 Reflections on Team Project Experiences

As individuals, take 5 minutes to reflect on your experience in working in teams. Please write your response to the following:

- asdf

3 Contract

- We all promise to listen to each other's ideas with respect.
- We all need to meet when requested...

¹This document has been moderately improved over the last year, but I rely on students to find additional feedback to make improvements – please feel empowered to make suggestions.

- We need to communicate clearly...
- We will arrive in the field knowing what everyone needs to do...
- We promise to try and split the work equally...

4 Contribution Documentation

We will record each of our contributions via ...with honesty and integrity. We understand our contribution to the project will be part of our project grade and will divide our work so that each member can make equivalent contributions.

5 Consequences

If a team member breaks one or more of our rules they will explain their reasoning and the issue will be resolved calmly. ...

6 Signatures

David Wagner

Date

Erin Harris-Tyrrell

Date

Leah Ho-Israel

Date

Professor Los Huertos

Date