

# TEAM AGREEMENT

## *Project Collaboration Charter*

February, 2026

---

*This agreement outlines the expectations, responsibilities, and commitments of all team members throughout the duration of the project. By signing this document, each member agrees to uphold the standards listed below to ensure a productive, respectful, and collaborative working environment.*

### 1. Communication

---

The team will use the following as the primary communication platform:

- Slack / Microsoft Teams / Google Meet

All members further agree to:

- Respond to messages within 12 hours.
- Communicate important updates, blockers, or delays promptly and transparently.

### 2. Meetings

---

All team members agree to attend all sprint ceremonies, including:

- Sprint Planning
- Daily Standups

### 3. Work Expectations

---

Each team member commits to:

- Completing assigned tasks before the deadline.
- Avoiding last-minute submissions that create unnecessary pressure on others.
- Submitting work for peer review before merging into the main branch.
- Communicating blockers early so the team can assist and adjust accordingly.

### 4. Accountability

---

To maintain a high-performing team culture, all members agree to the following:

- If a team member cannot complete a task, they must notify the team immediately.
- The team agrees to maintain a supportive, no-blame culture.
- Each member is responsible not only for their own tasks but also for contributing to the overall success of the sprint.

### 5. Team Values

---

We collectively agree to uphold the following values:

Value	Description
Respect	Honor each other's time, effort, and contributions at all times.
Communication	Maintain honest, open, and transparent dialogue within the team.
Collaboration	Actively support teammates and contribute to shared goals.
Professionalism	Uphold positivity, ownership, and shared accountability for outcomes.