**TEAM AGREEMENT GUIDELINES**

**For**

***Team Perfectly Unbalanced***

***Version 0.1***

**Prepared by:**

***Luke Daniels n10090932***

***Jacob Coorey n10088733***

***Matthew Blundell n9907971***

***Mohamed Osman n988015***

***Thomas Walker n10090045***

**Prepared for:**

***Tutor Name***

Jordi Kitto

J.kitto@qut.edu.au

Tutorial session: Tuesday 6-8pm Room P506A

# ***29/07/2018***

# **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 the ***CRC Database System*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
|  | *Luke Daniels* | *29/07/2018* |
| ***2.*** | *Jacob Coorey* | *29/07/2018* |
| ***3.*** | *Matthew Blundell* | *29/07/2018* |
| ***4.*** | *Mohamed Osman* | *29/07/2018* |
| ***5.*** | *Thomas Walker* | *31/07/18* |
|  |  |  |
| Tutor Approval |  |  |

Table of Contents

Sign-off and Approvals. ii

1 Introduction. 1

2 Team Agreement 1

2.1 Team Principles and Processes. 1

2.2 Non-Compliance. 1

2.3 Dispute Resolution & Conflict Management 1

3. Conclusion. 1

# 

# 

# 

# 

# 

# 

# **1 Introduction**

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Team Perfectly Unbalanced 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 CRC Database Systemproject. 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**

Team works together to produce a high functioning project to present.

**Rational**

An increase in moral as well as confidence in each member’s work.

**Operational Processes**

· Communicate through the process of each individual step forward.

· Feedback on everyone’s work on the project to ensure understanding.

· Even Tasks split out to the team.

**Principle**

No single team member will “freeload” off the team’s work.

**Rational**

Positive relations between team members because everyone is pitching in.

**Operational Processes**

· Team Meetings to hand out work to all the members and ensure understanding.

· Multiple channels to communicate about progress towards assigned tasks.

**Principle**

Sharing of knowledge and collaborating with each other.

**Rational**

Increase productivity as well as understanding of the project.

**Operational** Processes

· Communication channels have been established for both text and voice communications.

· Shared online documents that anyone on the team can view and edit.

**Principle**

Respect between team members

**Rational**

Healthy work environment for everyone.

**Operational** **Processes**

· Everyone is free to suggest concepts for the project and ask questions.

· Everyone has equal say in the project

· Equal speaking time to everyone in the group.

## **2.2 Non-Compliance**

Definitions of minor non-compliance:

* Coming late or missing meetings.
* Not contributing to group discussions.
* Disrespecting team members.

Definitions of major non-compliance:

* Not completing assigned work resulting in delays for meeting deadlines.
* Bad interactions between team members causing problems with workflow.

## **2.3 Dispute Resolution & Conflict Management**

**Minor Breaches**

* Team meeting to identify the problem and discuss how the team can progress forward beyond the dispute.
* Private messaging to try discuss an alternative way to improve the situation.

**Major Breaches**

* Team members will be restricted from working together on the same project item until a mutual agreement can be established between the team members if the disagreement is a personal matter.
* Work will be removed from the team member in question and be given to someone else so that marks will be redistributed.

# 

# **3. Conclusion**

This document has articulated the high level and operational processes agreed to by Team Perfectly Unbalanced***.*** This team agreement will apply for the duration of the CRC Database System***.*** To meet the objectives of the project and demonstrate their abilities as IT professionals, team Perfectly Unbalanced will implement the principles, processes and management activities described.