

Team Working Agreement

In this course, you will complete several assignments with the same team. To set your team up for success, you will create a working agreement that establishes roles, expectations, communication strategies, etc. By creating this agreement, the goal is to set yourself up for success and to reduce the occurrences of problems. This agreement is expected to be a living document that you can modify throughout the course whenever necessary.

# Team Name

| **Lil Guy** |
| --- |

*Optional: Add a team logo or mascot.*

# Team Member Information and Roles

| **Team Member Name** | **Role \*** | **Contact Info (e-mail & phone)**  **Preferred Method of Communication** |
| --- | --- | --- |
| Michelle |  | [mcurry6@students.towson.edu](mailto:mcurry6@students.towson.edu) 3158972238 |
| Ikechukwu (Tobe) |  | 6672251005 |
| Logan |  | 240-409-1589 |
| Abdel |  | amohame1@ - 443-900-9648 |

\* You can leave Role blank for your first revision of the agreement. Roles might include, but are not limited to, Team Manager, Technical Writer, Graphic Designer/Document Formatter, Content Developer, Tester, etc. You can change your role or take on multiple roles for any assignment. It is expected that you all will support each other in the development of assignments. In other words, each assignment has multiple parts, and everyone is expected to contribute part of this content.

# Team Communication and Material-Sharing Strategies

* Outline the tools that will be used for team communication (Blackboard group, email, Trello board, …)

**Communication will primarily be through text**

* Discuss the frequency of communication that is expected among team members (suggest daily)

**After class, at the end of the week with an update on our progress**

* Determine where team documents will be kept and how maintained (tools such as GitHub, Blackboard group, email, Trello board, …)

**GitHub for code, Google drive for documentation**

* Identify how deadlines will be established

**We’ll establish sub-tasks for each assignment, and establish deadlines for each task as needed**

* Create a process for determining how assignment quality will be achieved and agreed upon

1. **It should function**
2. **Is it as simple as it could be, and can it be understood easily**
3. **Will this make things more complicated in the future**

# Team Values, Behaviors, and Expectations

* Consider and define (briefly) principles that will guide the team
  + **communication** - consistently sharing information between team members
  + **team work** - honesty, trust, and support between members
  + **respect** - empathy and consideration of others ideas and opinions
* List expectations of each team member

All members should contribute to the project, not just in execution but in contribution of their ideas. Communicate thoughts, concerns, and issues as they arise, do not leave them for last minute

* Examples/Suggestions
  + Each teammate is expected to respond within x hours of receiving a message
  + Be on-time to meetings
  + Show respect – don’t attack, listen first, be honest and transparent
  + Make commitments and be responsible for meeting them
  + Trust – don’t be afraid to ask for help or say you don’t know
  + Bring problems to the group but also propose solutions, don’t just dump
  + Raise questions and concerns early – don’t wait
  + Pull your weight and expect others to pull theirs

# Methods for Handling Team Issues

* If an issue arises, what is the chain of command for addressing it?
  + **tell all the members and get feedback/help**
* If a teammate fails to complete a task, how will this be handled?
  + **Members must bring up concerns before the deadline to avoid this problem.**

# Approvals

Each member sign and date below

*We, the undersigned, agree to abide by the above document.*

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
| [Abdelhamid Mohamed](mailto:amohame1@students.towson.edu) | AM | 2-2-2023 |
| Michelle Curry |  | 2/2/2023 |
| Logan Guenther | LG | 2/7/23 |
| Ikechuwku Igboemeka | TI | 2/7/2023 |