Team Collaboration Agreement

Team Name: R&D CLIENT PORTFOLIO MANAGEMENT

Team Members: Penelope Huang, Yu Tang

Date:8/2 2023

**Purpose**

This agreement is intended to establish an effective team collaboration environment, promoting communication, collaboration, and mutual respect among team members.

Principles

* We commit to working together with honesty, openness, and respect.
* We will actively participate in team discussions and decision-making.
* We will complete assigned tasks on time.
* We will provide constructive feedback to help the team improve efficiency.
* We will respect the different opinions and perspectives of team members.

**Specific Details**

* Communication: We will communicate through regular meetings, email, and other means. We will promptly respond to team member inquiries and requests.
* Collaboration: We will collaborate on projects, sharing resources and knowledge. We will work together to solve problems and achieve goals.
* Feedback: We will provide constructive feedback to help team members improve their work efficiency. We will offer suggestions and opinions in a constructive manner.
* Respect: We will respect the different opinions and perspectives of team members. We will avoid making offensive or discriminatory statements.

**Changes**

This agreement may be modified by the team members by mutual agreement.

**Signatures**

Yu Tang:

Penelope Huang:

Date: 8/2 2023