Team Agreement

Purpose: Team members often have different views on how the joint work is to be carried out. Such differences may be a source of disagreement and of suboptimal project performance, as expectations and personal ambitions may mismatch. Research shows that it is helpful to start the project by agreeing on how you will work together. This document is a template for such an agreement.

Process: It is important that all members of the group are involved in the discussion. Start by discussing the different areas covered in the agreement using the questions as a basis for your discussions. Then decide how you will achieve a productive work environment by noting your decisions in the appropriate box. Include at least 2 points per area.

Audience: The agreement is intended primarily for you as a group. Be aware though, that if your agreement is uploaded in Canvas, the teachers on the course will have access to it.

Group number /name: 14

Group members:

Xingrong Zong	**xingrong@student.chalmers.se**
Haoning Ma	**mahaoning21@outlook.com**
Alexander Spetz	**spetzal@student.chalmers.se**
Alexandros Gonatas	**alexthecipher@gmail.com**

Interaction	Cohesiveness
How can we ensure that everyone is heard, and all ideas are considered? How do we listen to each other actively and respectfully? How do we make decisions and choose between different options? How will we give and receive feedback? How can we strike a balance between discussing tasks and personal topics?	How do we establish good connections with each other? How do we create a sense of unity? How do we build trust and security? How do we support and help each other? How do we constructively handle a situation where mutual agreements are not followed?
Agreements: • Discuss and reach a mutual agreement before the team decides on a course of action. • Ask when something is unclear to ensure shared meaning. • Align our personal opinions with the criteria of the tasks.	**Agreements:** • Stay objective and respectful, accept different perspectives without taking disagreement personally, and stay critical and fair. • Set and respect boundaries, acknowledge different working styles and communication habits to avoid misunderstandings.

Goals

What are our common goals? Have we interpreted the goals in the same way? How do we establish milestones on the path to our main goal? What are our ambitions? What grade are we working towards achieving?

Agreements:

- Follow the annotated timeline and maintain efficiency.
- Improve our understanding of requirements engineering and work with the mindset of requirements engineers, connecting theory with practice.
- Aim for the best possible grade.

Interdependence

How can we benefit from working together instead of individually? How can our skills and strengths complement one another? How do we ensure a fair and balanced distribution of tasks? How do we make sure that each person's responsibilities are meaningful and important

Agreements:

- Gather insights from course materials and exchange them within the group.
- Proofread and review each other's work to ensure quality.
- Distribute tasks based on individual strengths, while challenging ourselves out of our comfort zone and staying aligned with couse objectives.

Structure

How do we structure our meetings? How do we organize and coordinate our work? How do we assign roles, and what expectations come with each role? How do we document our progress and contributions? Which communication channels or platforms will we use, and what are our expectations for response times?

Agreements:

- Define agendas and goals for each weekly meeting.
- Use Discord as the main communication platform to centralize information.
- Keep the master document updated (timeline, mind map, task allocation) to clearly track progress.

Signatures from all group members that we have taken part in and agree to the team agreement:

Xingrong Zong,

Haoning Ma,

Alexander Spetz,

Alexandros Gonatas

Date: 11/09/2025