**TEAM AGREEMENT GUIDELINES**

**For**

***Some Dude Technologies***

***Version 1.0***

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**Prepared for:**

Dr. Venkat Venkatachalam

***1/8/2016***

# 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 ***Meditation Centre*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| ***Shane Cummins***  ***09548106*** |  | *1/8/2016* |
| ***Luke Goeree***  ***07212224*** |  | *1/8/2016* |
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| ***Luke Adams***  ***09453946*** |  | *11/8/2016* |
| Tutor Approval |  |  |

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# Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Some Dude Technologies 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 *Meditation Centre*project. 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.

# Team Agreement

All team members have participated in the formulation of this Team Agreement and are committed to abide by it.

## Team Principles and Processes

* Principle: Show respect for one another.
* Rationale: A healthy professional atmosphere will facilitate positive team outcomes.
* Operational Processes:
  + Listen to each other's ideas,
  + Avoid abusive language,
  + Try not to dominate the other team members,
  + Give equal speaking time to all members
* Principle: Attend every workshop/meeting
* Rationale: Missing any workshops or meetings will adversely affect the project
* Operational Processes:
  + Ensure attendance for each workshop
  + Do not book anything during meeting times
  + Contact early so meetings can be rescheduled
* Principle: Democratic consensuses
* Rationale: A democratic consensus will maximise respect for the project
* Operational Processes:
  + Voting on any decisions within the group
  + Independent decisions should be ran by the group
* Principle: Prompt Client Communication
* Rationale: Prompt communication with the client will allow for a better work environment
* Operational Processes:
  + Client Ambassadors should remain in contact with the client at all time
  + Any question by the client will be answered ASAP
  + Emails should be checked regularly

## Non-Compliance

Minor non-compliance: When a team member does not meet or breaches agreed team agreement conditions and team commitments in a way that may adversely affect the project.

Example:

A team member does not show up for a meeting without informing the team.

Major non-compliance: When a team member does not meet or breaches agreed team agreement conditions and team commitments in a way that has a major negative impact upon the team’s success. Multiple minor non-compliances to the team agreement may also count as a major non-compliance.

Example:

A team member does not show up for multiple meeting and does not communicate why.

## Dispute Resolution & Conflict Management

Minor or major non-compliance with this Agreement is likely to manifest as disputes or conflicts between team members.

Minor non-compliance to the team agreement will be managed with a conversation between the member and rest of the team. A reiteration of why that rule is in place and a promise to not breach the terms again will be needed by the team member in question.

Major non-compliance to the team agreement will be managed with a conversation with the Tutor Venkat Venkatachalam. The team member will be given one last chance before being asked to leave the group.

# 3. Conclusion

This document has articulated the high level and operational processes agreed to by Some Dude Technologies*.* This team agreement will apply for the duration of Some Dude Technologies*.* To meet the objectives of the project and demonstrate their abilities as IT professionals, team Some Dude Technologieswill implement the principles, processes and management activities described.