

# Team Agreement

This Team Agreement is the binding agreement for your partnership with your team members. The instructor will hold each team accountable for the performance listed within this document, both individually and collectively as a team.

## Team Member Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

As a committed team member I agree to the following:

## Team Meetings

In the space below detail when you will meet as a group, how often and how you will meet.

We will meet at a minimum \_\_\_\_ times a week.

We will meet at the following days and times:

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_

How we will meet (ex: Skype, Google Hangout, Adobe Connect, other)

## Team Member Roles

As a team, we have voted and decided that given our various backgrounds and abilities, the following team member(s) will have the following roles. I agree that no one-team member may have more than two of the roles. All three roles must be filled. Next to each responsibility is the level of infraction associated with not completing the responsibility. More information about infractions can be found in the Team Expectations Section below.

Project Manager Name: \_\_\_\_\_

Communicate at least weekly with Sponsor  
through phone, video chat or in person

Level 3 Infraction per missed week

## Conduct Team Meetings

Commits team members to assignments by giving clear, quantifiable tasks during each team meeting that will be completed prior to the next team meeting.	Level 2 Infraction
---------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Facilitates a time at the beginning of each team meeting for the Operating Officer to review previous assignments and track status of each task. At the conclusion of each team member, the Operating Officer will be given time to confirm assignments that were delegated to the team and seek clarification as needed.	Level 2 Infraction
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Accepts and completes assignments as committed to in team meetings	Level 2 Infraction
--------------------------------------------------------------------	--------------------

## Operating Officer                      Name:

At the beginning of each team meeting, reviews previous assignments, and ensures that they were completed or that the proper accountability consequences have been followed as outlined in this agreement.	Level 2 Infraction
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

At the end of each team meeting, reviews all assignments made during the meeting to ensure that each team member is aware of their responsibilities and commitments that need to be completed before the next meeting. Seeks clarification from Project Manager as necessary.	Level 2 Infraction
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Follows up on all team agreement items, in addition to commitments in team meetings. If there is a failure to comply with any of the items at any time, the Operating Officer will ensure that proper accountability consequences have been followed as outlined.	Level 3 Infraction
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Accepts and completes assignments from Project Manager as given in team meetings	Level 2 Infraction
----------------------------------------------------------------------------------	--------------------

Ensures that the conflict resolution process (described below) is followed, should a dispute arise.	Level 3 Infraction
-----------------------------------------------------------------------------------------------------	--------------------

## Software Architect:                      Name:

Leads discussions about design and code organization, seeks input, concerns, and ideas of all team members, while retaining final decision making authority.	Level 2 Infraction
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Determines the various tasks and assignments that need to be completed and communicates these tasks to the Project Manager.	Level 2 Infraction
-----------------------------------------------------------------------------------------------------------------------------	--------------------

Ensures that style and code conventions are strictly adhered to, by checking newly committed code each week and notifying team members of any issues.	Level 3 Infraction
-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

Ensures that unit tests are written and effective	Level 2 Infraction
Accepts and completes assignments from Project Manager as given in team meetings	Level 2 Infraction

## Team Expectations and Agreement

This is where you agree upon the culture of your group. Add to this list as a team so that everyone is aware of what is expected of them. Make sure to label each item with the corresponding infraction level.

I commit to be on time to each meeting	Level 2 Infraction
I commit to attend each meeting. If circumstances arise that prevent me from attending, I will provide at least 24 hours notice.	Level 3 Infraction
When one team member is speaking, the other team members will listen without interruption	Level 1 Infraction
No team member will name call or speak in a condescending tone to any other team member	Level 1 Infraction
Individually contribute at least 10 hours every week on the course	Level 2 Infraction
Add additional items below along with their Infraction Level	

# Conflict Resolution

Team members, as well as partnerships in general, have times where conflict exists. As conflict is not inherently evil (conflict is not synonymous with contention), we have agreed to resolve any issues or conflict by following the process below:

The first approach to address the conflict, is to discuss each option openly, identifying the strengths and weaknesses of the proposed ideas objectively. Often, this can result in some form of consensus or agreement among members.

If, however, after discussing the options, an agreement cannot be reached, we agree to resolve the issue with the following procedure:

If at any time a member has a disagreement with another member, and the disagreement becomes an unresolved issue that is not addressed within this Team Contract, a member can call for a match of Rock, Paper, Scissors. If such a match occurs, said match would include the best of three rounds. All rounds will take place live or through an online video chat that has live audio and visual capabilities. The prevailing Rock, Paper, Scissors winner shall become the decision maker to resolve the disagreement that brought about the Rock, Paper, Scissors match resolution process. The losing member(s) of the match shall immediately submit to the winner of the match without complaint, backbiting, or negative verbal and/or non-verbal expressions.

## Accountability

I will be accountable to myself, as well as to my Team Members and Instructor. If I, or another group member should fail to meet any term of this agreement, I agree to inform the Team Member, as well as entire Team during the next team meeting.

## Accountability Measures

Define the consequences for the various levels of infraction will include. Be creative, and specific.

Examples may include grades, prizes, social humiliation. (Must be within BYU-I standards), etc.

Level 1

Level 2

Level 3

### Additional Miscellaneous Terms:

Define any additional information that you would like agreed upon:

Signature Team Member One

Signature Team Member Two

Signature Team Member Three