**TEAM AGREEMENT TEMPLATE & GUIDELINES**

**For**

**Team 13**

**Prepared by:**

***Team Number: 13***

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***30 August 2024***

# 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 ***Assignment 1*** project to meet the client’s requirements and timeframes. | | |
| Student number & name | Signature | Date |
| 1. N10104313, John Marquess |  |  |
| 1. N12048526, Seyed Vahid Alavi Nezhad |  |  |
|  |  |  |

# Document Change History

| Revision Number | Date of Issue | Author(s) | Brief Description of Change |
| --- | --- | --- | --- |
| 0.1 | 3-Jul-2021 | SK | Initial working draft, based upon semester 2 template |
| 0.2 | 7-Jul-2021 | SK | Incorp. RN feedback – Communications and Code of Conduct moved to sep doc. |
| 0.3 | 8-Jul-2021 | RN | Align project details with project overview and background briefing notes. |
| 0.4 | 10-Jul-2021 | RN | Updated to incorporate revised project requirements |
| 0.5 | 11-July-2021 | RN | Separate Team Agreement developed. |
| 0.6 | 16-Jul-2021 | SK | Team Agreement updated. |
| 0.7 | 21-Jul-2021 | RN | Agreement & Guidelines Merged |
|  |  |  | ***Add intermediate versions as required*** |
| *1.0* | ***dd-mm-yyyy*** | ***Initials*** | ***Version to be submitted*** |
|  |  |  | ***Add subsequent versions if required*** |

***Instructions: You should use this template to plan and discuss your team agreement by substituting and adding your own ideas and text wherever there are italics throughout the document.***

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# Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for ***Team 13*** who are a team of students in ***IFN509\_24se2 Data Exploration and Mining***.

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 ***Exploration of a Large Medical Dataset*** project. In this way the agreement provides a communication tool and contract between team members and their teaching team regarding their obligations, responsibilities, activities and grades 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 must have participated in the formulation of this Team Agreement and are committed to abide by it.

## Team Principles and Processes

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| **Principle 1**: We will conduct the project with the respect and inclusivity.   * **Rationale**: This will foster a healthy and professional work environment where all team members feel valued and heard and their contribution is recognised. * **Operational Processes**:   + **Equity of ideas**: each team member will have a voice and their contribution of ideas will be considered respectfully.   + **Lister to each other’s perspectives**: we will actively seek and consider input from each other during discussions and decision-making, recognising our different experience and perspective.   + **Recognise our cultural background and difference**: we will recognise that we are culturally different and endeavour to communicate and work together recognising our different backgrounds.   **Principle 2:** We will be accountable, and take responsibility for our contributions   * **Rationale**: This will ensure that each team member is committed to their tasks and the team's success, reducing the risk of freeloading and enhancing productivity. * **Operational Processes**:   + **Role Assignment**: Clearly define and assign roles and responsibilities at the start of the project.   + **Regular reviews**: Implement regular reviews to assess individual and team contributions.   + **Issue Escalation**: Establish a process for escalating and addressing accountability issues promptly.   **Principle 3:** we will work in an adaptable and flexible way   * **Rationale**: Allows the team to respond to changes and challenges, maintaining project progress in the event of unforeseen obstacles. * **Operational Processes**:   + **Contingency Planning**: Develop contingency plans for potential risks and challenges.   + **Agile Methodologies**: Implement agile practices such as team check-ins on the slack channel.   + **Knowledge sharing**: Encourage shared learning and skill development from our diverse skill sets to prepare the team for evolving project needs.   **Principle 3:** we will communicate openly and often   * **Rationale**: Encourages transparency and trust among team members, leading to more effective collaboration and problem-solving. * **Operational Processes**:   + **Regular Meetings**: Schedule weekly team meetings to discuss progress, challenges, and upcoming tasks.   + **Communication Tools**: use the IFN509 and Team13 Slack channel for ongoing communication and updates.   + **Clear Documentation**: Maintain notes of meetings, decisions, and tasks in a shared document. |

## 

## Non-Compliance

Minor non-compliance concerns actions or omissions that may not significantly impact the delivery of the assignment but rather, represent and deviation from the agreed standards and commitments outlined in the team principles and processes.

**Examples of minor non-compliance:**

* Late Submission: Submitting work more than 2 days past the agreed timeframes without communicating delays.
* Poor communication with the team: Such as non-participation in the team slack channel or failure to respond to direct messages.
* Minimal Contribution: Attending zoom meetings without contributing to discussions or ideas occasionally.
* Minor Freeloading: Occasionally relying on others to cover small sections of responsibilities.
* Missing Meetings: Missing team meetings without a valid reason, but not frequently.

**Penalties for minor non-compliance:**

* The team will accept up to 2 minor non-compliance incidents without penalty, provided the member addresses the behaviour to the satisfaction of the other team members.
* If a third incident occurs a warning will be issued requiring acknowledgment from the team member.
* If a fourth incident occurs, a meeting with the team to discuss the potential reassignment of responsibilities.

**Major Non-Compliance**

Major non-compliance concerns actions that significantly hinder the project's progress or negatively affect team dynamics, and compromises submission of the assignment.

**Examples of major non-compliance**:

* Significant Deadline Breach: Delivering work more than 5 days late without prior notice or valid reason.
* Persistent Freeloading: Regularly not completing assigned tasks, requiring other team members to compensate.
* Non-Responsiveness: Not responding to any team communications for extended periods (more than a week) without a valid reason.
* Disruptive Behaviour: Engaging in behaviour that disrupts team meetings or workflow, such as consistent negative or unconstructive comments.

**Penalties**:

* The team will not accept major non-compliance incidents.
* If a first non-compliance incident occurs, a formal warning will be issued requiring a corrective action plan from the team member.
* If a second incident occurs the team member will have 10% marks reduced from the project grade.
* If a third incident occurs, expulsion from the group following a team discussion and agreement from the other members.

## Dispute Resolution & Conflict Management

Non-compliance dispute resolution and conflict management will be undertaken with the principles of natural justice to ensure that there is appropriate opportunities to defend perceived or actual non-compliance.

For minor non-compliance

* Informal Discussion: the team will engage in open communication where the team member can discuss the issue in a constructive manner.
* Mediation: Involve a neutral team member to mediate the discussion if the issue persists.
* Resolution Plan: Develop a simple resolution plan, outlining steps to prevent recurrence and improve collaboration.

For major non-compliance

* Formal Meeting: The team will hold a formal meeting with all membersto discuss the issue in a structured manner.
* Action Plan: Develop a detailed action plan with specific, measurable goals and timelines for addressing the non-compliance.
* Follow-Up: Schedule follow-up meetings to assess progress and adjust the action plan as necessary.

## Peer Appraisal

***<Assign an individual mark to each member of your group (including self-appraisal), based on the contribution you perceive each to have made to the group's work.***

***A major contributor would receive a mark higher than the group mark and a lesser contributor would receive a lower mark. The total marks cannot be more than the total assigned marks.>***

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| --- | --- | --- | --- |
|  | **Student 1** | **Student 2** | **Student 3** |
| **Student 1** | < %> | < %> | < %> |
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| **Student 3** | < %> | < %> | < %> |

# <*Explanatory notes to justify your appraisal marks if it is not equal distribution>*

# 3. Conclusion

This document has articulated the high level and operational processes agreed to by **Team13*.*** This team agreement will apply for the duration of the <***insert project name>.*** To meet the objectives of the project and demonstrate their abilities as IT professionals, **Team13**will implement the principles, processes and management activities described. This team agreement will be used in marks distribution if there is dispute in a team.

# References

QUT (2016). *ITB002 IT Professional Studies: Week 1 document.* ***Complete reference details.***

QUT (2016). *ITB002 IT Professional Studies: Team Process Management Requirements.* ***Complete reference details.***

***Provide any other references you have used to construct this proposal using APA format.***

# Appendix – Team Agreement Guidelines

In order for your team to achieve its common goals, to coordinate activities and to enable group synergy, your team and its members must communicate regularly and abide by mutually acceptable and beneficial principles of behaviour.

Team members can negotiate team principles and operational process and record these conditions in their Team Agreement. In developing the Team Agreement team members must also agree what constitutes a major breach of (non-compliance with) of agreed behaviours, the penalties for such breaches.

Some possible topics for consideration in the Team Agreement are listed below. Your team should develop **principles** and **operational processes** and any other relevant items you think are necessary to establish the “rules” by which your team will operate. A template is available to help you identify content items and structure your agreement.

## Possible Topics for Agreement Principles

The guiding principles you develop might address the following issues:

* Your team goals (How you will define success. What level of achievement / grade does your team want for this project);
* How your team will reach consensus when decision-making;
* How the team will manage & resolve differences of opinion. (Will the team require all individuals to accept the team's view?);
* How you will get quiet team members or students who have English as a second language to actively contribute to team discussions;
* How team members will share knowledge and actively collaborate with other team members to ensure collaboration;
* How tasks will be allocated and how work will be completed (will you work according to the project plan, or use an event-driven informal process?);
* How your team will resolve or accept personal or professional differences;
* The process or channel will you use to escalate issues that the team cannot resolve;
* Will your team have a team leader role? And if so what are their responsibilities and how will they be supported, rewarded or compensated for their additional work load.
* Equitable workload for team work.
* Will the team accept freeloaders (people who do no work on the project), how will you identify them, and what are you going to do about them?
* Ensure that work is done to an acceptable level of quality and meets the project’s requirements;
* What process will you follow to deal with poor quality or late work;
* What you will do if members make significantly different contributions in terms of quantity or quality of work;
* etc

## Communication and Operational Process Topics

Your team communication and operational processes should explain in detail how the principles you have stated are put into operation. They might include statements that include:

* How often your team meetings will be held, where, what time & for how long;
* What regular agenda categories will be discussed at each meeting (eg progress made, issues);
* Who will record the team meetings (eg meeting date, attendees, issues discussed, decisions, actions) and enter the data in TeamWorker when necessary;
* Will the team use an issues register to track the resolution of project, team and technical issues; if so how will this work.
* How often team members will communicate with each other;
* How team members will communicate between meetings;
* How often team members will check their email or voice mail;
* The timeframes team members will accept as reasonable to respond to email or voice mail messages;
* How team members will update each other with progress made, especially if they cannot attend a meeting;
* What a team member should do if he/she cannot meet his/her assigned tasks and deadlines;
* How the project plan will be updated to reflect actions completed and new actions assigned and who is responsible for these updates;
* Will a project library be established to contain electronic and/or print versions of documents and emails and who is responsible for maintaining this resource;
* etc

## Defining Major and Minor Non-Compliance

This section should assist you manage team and individual behaviours. Your team should agree how this section should be completed and what items it may include. It is up to you!

You might start by defining and providing examples of what the team considers to be major or minor non-compliance, i.e. a breach of one of Agreement principles or communication processes (e.g. being more than 5 working days overdue with agreed deadlines, freeloading, not responding to emails etc).

## Penalties for Major and Minor Non-Compliance

This is up to your team to agree and propose penalties. The team must then take responsibility for applying the agreed penalties. You may agree to deal with major breaches by reallocating an agreed percentage of marks, or even expulsion from the group.

You may agree to allow a small number of minor transgressions occur without penalty as long as team members behave appropriately & professionally.