**NZCITE**

**Team Agreement**

Names of Team Members

Austin sia

Benny Tran

Sascha Williams

**Introduction and Instructions**

You have been assigned to a team of four people. You will need to work together on certain tasks for the next eight weeks. Your team needs to work their way through the agreement. Firstly, make a copy of this template. Fill in and edit this document and make decisions on how you will work together. When you are finished upload the completed document to the Moodle link. Ask your lecturer if you need help.

**Roles and Responsibilities**

Complete the statements and delete the statements that you do not want to be included in this agreement.

The team coordinator for the this meeting is

We will choose another team coordinator for subsequent meetings.

Our team coordinator is

He/she will remain team coordinator until the team decides to choose another.

The team recorder for the this meeting is

We will choose another team leader for subsequent meetings.

Our team recorder is

He/she will remain team leader until the team decides to choose another.

**Ground Rules**

Your second task in a team is to decide on certain ground rules that your team will follow.

Here are some rules from various sources.

**I will always come to team meetings on time.**

**I will follow up on tasks in a timely manner.**

**I will encourage other team members to express their opinion.**

**I will be loyal to my team.**

**I will not speak when another member of the team is speaking.**

I will listen to other points of view.

I will take part in deciding how work should be allocated.

I am committed to helping each other learn.

I will acknowledge contributions from other team members.

We will handle disagreements and conflicts constructively within the team.

We are able to give constructive criticism to one another and to accept it ourselves.

We all turn up to meetings and stay to the end.

We are good at making sure that everyone knows what’s going on.

When one of us is under pressure, others offer to help him or her.

Although all of these are important, your team needs to choose the five most important rules that your team will follow and commit to follow them.

Delete the statements that you do not want to include in your team agreement.

**Decision Making**

We agree that we will work collaboratively together, seeking and valuing the input of each and every team member, empowering each individual and arriving at decisions that all team members can live with (but not necessarily agree with).

Signed

Your team agreement needs to be signed by all team members

Austin Si’a

Benny Tran

Sascha Williams