



QUEENSLAND UNIVERSITY OF TECHNOLOGY

GROUP 90

TEAM AGREEMENT GUIDELINES

Community Organization

Prepared Form

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1 Sign Offs and Approvals

The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the *Community* Organization project to meet the client's requirements and timeframes.

Person	Number	Signature	Date
Byron Mejia	n8849668		1/08/2016
Jessica Barron	n8691274		1/08/2016
Tylor Stewart	n9013555		1/08/2016
Watson McMahon	n8866147		1/08/2016
Russel Demos	n9465987		1/08/2016
Stephen Downer	n9562125		1/08/2016
Tutor Approval			

Table 1: Team Agreement Sign Off

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2 Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Stumpy Solutions 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 *Community Organization* 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.
- The air slider must be turned on for all accepted pieces, but not for rejected pieces
- 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.

3 Team Agreement

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

3.1 Team Principles and Processes

3.1.1 Aim for 100% grade, 100% of the Time

Team members will **always** aim for a 7 in this unit for all group assessment, to ensure all members leave this unit feeling accomplished.

This will be completed by:

- Completing all work in a timely manner
- Completing all work at a high standard
- Participating in all tutorials
- Participating in all group assessment
- Participating in all group meetings

3.1.2 Show Respect to Everyone

Team members will foster a healthy working environment, to help create positive outcomes.

This will be completed by:

- Listen to each other
- Avoid demeaning language
- Avoid dominating discussions
- Give everyone equal time to share ideas

3.1.3 Complete Work at the Best of Abilities

Team members will complete their work at the best of their abilities and skill levels.

This will be completed by:

- Completing work when required
- Using initiative to complete harder tasks
- Not palming off work when can be completed by yourself
- Asking for help when required

3.1.4 Discussions are Completed Within Allocated Time

Team members will complete their work at the best of their abilities and skill levels.

This will be completed by:

- Completing work when required
- Using initiative to complete harder tasks
- Not palming off work when can be completed by yourself
- Asking for help when required

3.1.5 All Views Will Be Shared Equally

Team members will all agree globally with team decisions and choices.

This will be completed by:

- Ensuring all members are happy with final choices
- Ensuring all members will compromise their differences
- Ensure all different decisions are deeply analyzed

3.2 Non-Compliance

3.3 Dispute Resolution & Conflict Management

3.3.1 Not turning up to weekly tutorial

A team member did not turn up to the allocated weekly tutorial, without a written apology to the team.

4 Conclusion

This document has articulated the high level and operational processes agreed to by Stumpy Solutions. This team agreement will apply for the duration of the Stumpy Solutions.

To meet the objectives of the project and demonstrate their abilities as IT professionals, team Stumpy Solutions will implement the principles, processes and management activities described.

5 References

Appendices