

Developing a Working Agreement Sample

Working Agreement

How will the team treat each other?	The team will treat each other with respect. We value everyone's ideas and appreciate diverse opinions.
How are problems solved?	The team can solve problems through effective communication. When there is a disagreement, the team agrees to hold a meeting and make decisions through a democratic voting process. Data-driven analysis is also essential for making informed decisions. The team commits to hearing everyone's opinions and engaging in collaborative discussions.
How will the team support each other?	The team will respect each other's boundaries and fulfill their respective roles. Additionally, they will work together to solve problems and provide support when needed.
Expectations for each other's work?	The team expects timely delivery of work and effective communication regarding potential risks or challenges.
What expectations for time commitments?	The team expects each member to contribute at least 40 hours per week, excluding scheduled days off.
How does the team avoid over-committing?	The team ensures they do not over-commit by carefully assessing and estimating the required work. They also respect each other's limitations and capacities.
Communication requirements.	The team members must attend all meetings, respond to emails promptly, and fulfill their obligations for weekly updates.
When to ask for assistance?	Team members are encouraged to ask for assistance whenever they feel unsure, have questions, need help, or feel overwhelmed.