

Teamwork

AGREEMENTS HOW TO WORK TOGETHER

CONSIDER to AGREE ON	Agreements	If needed, how do we correct each other?
<p>TIME</p> <ul style="list-style-type: none">• When should we meet as a team?• What will be the start time of all meetings?• What will be the end time of all meetings?	We should meet on Wednesdays and Fridays when we have Professional Skills day on schedule. The meeting will be from 10.30 to 16.00 on Wednesdays and 9.00 to 14.30 on Fridays.	We can discuss the schedule for the meetings and encourage team members to be present.
<p>LISTENING</p> <ul style="list-style-type: none">• How will we encourage listening?• How will we discourage interrupting?	We should listen to each other and do not interrupt. All of the ideas must be heard and discussed, so listening is an important part of our team's core values. We should discourage interrupting, because everyone's ideas must be shared, we don't know which is the best without discussing.	We can correct by talking about how important it is to be heard and listen to the others.
<p>CONFIDENTIALITY</p> <ul style="list-style-type: none">• Will the meetings be open?• Will what we say in the meeting be held in confidence?• What can be said after the meeting	The meeting will be open, because we have to gain confidence in presenting ideas and solutions. After the meeting we can give each other feedback about our performance.	We will encourage each other to be more confident in their actions.
<p>DECISION MAKING</p> <ul style="list-style-type: none">• How will we make decisions?• What will be the votes need to pass a decision?• How will we deal with conflicts?	Decisions will be made after discussing all the ideas and voting. If the major part of the team agrees, the decision should be accepted. Conflicts can't be predicted so we should try to avoid them, however in case something like that happens we will talk about that and try to solve it.	
<p>PARTICIPATION</p> <ul style="list-style-type: none">• How will we ensure everyone's participation?• Will we have an attendance policy?• How to deal with missing members?	Everyone's participation is important. But it will be ok if someone misses one meeting or a maximum of two. The member who is planning to be missing must leave a message in advance so the team is informed.	We must encourage participation as an important part of our attendance policy.
<p>EXPECTATIONS</p> <ul style="list-style-type: none">• What behavior should be expected from leaders?• Are there any requirements for participation?• What is the phone policy for these meetings?• Should an agenda be posted the day before a meeting?	The leader must keep things on track. Organise the activities and meetings. There must be some planning for that like an agenda in advance, which gives information about the meetings and each member's "to do" list	
<p>FEEDBACK</p> <ul style="list-style-type: none">• How do we give each other feedback?• When do we give each other feedback?	We give each other feedback by showing ourselves our work and what we have done so far. We should ask the other team members for feedback on every meeting.	
<p>ROLES</p> <ul style="list-style-type: none">• How do we divide tasks and roles?• Do we change the roles and tasks?	The roles are equal. We are all involved in the project equally, so that's why we don't separate into roles, but we have a team leader in order to easily organise and keep in touch with the teachers.	

SAMPLE AGREEMENTS

- Meet only when there is a meaningful agenda.
 - Start and end on time.
 - Plan the retrospectives and/or stand-ups
 - Allow everyone to contribute an agenda item.
 - Post the agenda before the meeting.
 - Avoid interrupting others when they are speaking.
 - Have regular breaks.
 - Have a different facilitator and recorder for each meeting.
 - Differentiate between brainstorming and discussion.
 - Address only groupwork related issues.
 - Express disagreement with ideas, not individuals.
- Maintain confidentiality about disagreements expressed during the meeting.
 - Reach decisions by consensus.
 - Listen respectfully to all ideas.
 - Conduct group business in front of the group.
 - Conduct personal business outside of the meeting.
 - Silence all cell phones during meetings.
 - Avoid checking or sending text messages or e-mail messages during meetings.
 - Avoid personal grooming (brushing hair, applying makeup, cleaning fingernails) during meetings