

# **TEAM AGREEMENT GUIDELINES**

**For**

***SCRUMptious (Team 72)***

***Version 0.1 (DRAFT)***

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***26/07/2017***

## 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 <b>Smart City</b> project to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
<b>Douglas Kumar</b> <b>09714375</b>		26/07/17
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<b>Ruka To</b> <b>09052194</b>		26/07/17
Tutor Approval		

***Instructions: You may 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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# 1 Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for **SCRUMptious** 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 **Smart City** 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.
- 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.

## 2 Team Agreement

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

### 2.1 Team Principles and Processes

***Record your team's agreed principles of behaviour, communication and operational processes here.***

<b><i>Principle (What)</i></b>	<b><i>Rationale (Why)</i></b>	<b><i>Operational Processes (How)</i></b>
<i>Responsiveness: communicating promptly and consistently completing tasks in appropriate time</i>	<i>To keep good progress and flow with regards to the project.</i>	<i>Facebook group Phone contact Discord chat</i>
<i>Attendance and punctuality</i>	<i>To ensure all members are up to date with the project and have enough time to discuss plans and work etc.</i>	<i>Arrange a set time dedicated to group project work, whether face-to-face or virtually</i>
<i>Aim: as a group, we will push for a 7 for the unit</i>	<i>To make the most of this opportunity to showcase our skills and collectively produce something of high quality</i>	<i>Work Hard Be positive Trust each other and take pride in our team</i>
<i>Comprehensive awareness of collective and individual goals</i>	<i>When we all know what we each are trying to achieve, there is no confusion and we can put our full efforts into the tasks at hand. Maximise productivity</i>	<i>All goals and tasks will be clearly communicated at the start of every delivery cycle</i>

#### EXPLANATORY NOTES:

Principles should be high level statements that describe **what** your team considers to be the key values, beliefs and norms that contribute to an effective team environment. For example you may adopt a principle that is “show respect for one another”.

Each principle should be accompanied by a rationale that explains **why** your team has agreed to follow the stated principle. For example, the rationale that explains the adoption of a “Respect” principle is: a healthy atmosphere will facilitate positive team outcomes.

Operational processes should show **how** the principles will be put into action or implemented and made workable by your team during the project. Examples of the operational processes associated with the Respect principle above may include: listen to each others ideas, avoid abusive language, try not to dominate the other team members, etc.

***Refer to the Team Agreement Guidelines in the Appendix for examples and adapt (not adopt) for your team.***

***An example of how these could appear in your Team Agreement is provided below for the Respect Principle.***

- Principle (What): Show respect for one another.
- Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes.
- Operational Processes (How)
  - listen to each others ideas,
  - avoid abusive language,
  - try not to dominate the other team members,
  - give equal speaking time to all members

## 2.2 Non-Compliance

***Record your team’s agreed definitions of minor non-compliance (not meeting or breaching agreed team agreement conditions and team commitments in a way that may adversely affect the project) here. Illustrate your definitions by providing relevant examples.***

***Record your team’s agreed definitions of major non-compliance (not meeting or breaching agreed team agreement conditions and team commitments in a way that has a major negative impact upon the team’s success) here. Illustrate your definitions by providing relevant examples.***

<b>Minor</b>	<b>Major</b>
<ul style="list-style-type: none"> <li>- <i>Missing a short-term deadline</i> <i>E.g. Your job was to finish a feature for the project by the end of the week but you didn't.</i></li> <li>- <i>Not being prompt with communication</i> <i>E.g. not checking group updates for an unreasonable length of time</i></li> </ul>	<ul style="list-style-type: none"> <li>- <i>Disappearances</i> <i>E.g. Absences of a team member all tutorials from week 2 to week 9 and fails to keep in contact the whole time</i></li> <li>- <i>Severe lack of communication</i></li> <li>- <i>Poor contributions to project</i></li> <li>- <i>Not sharing work and progress with fellow team members</i> <i>E.g. I completed this task but I'm not showing you or providing any details</i></li> </ul>

### 2.3 Dispute Resolution & Conflict Management

***Minor or major non-compliance with this Agreement is likely to manifest as disputes or conflicts between team members.***

***State how your team has agreed to deal with or manage minor breaches of this Agreement.***

*Sternly warn the member who is in breach of the agreement. Even at this early stage, it appears we are all ambitious and enthusiastic individuals, so the thought of hindering the group is enough motivation to avoid breaches of the agreement.*

***State how your team has agreed to deal with or manage major breaches of this Agreement.***

*Clearly document the breach on the relevant peer review, and inform our tutor of what has happened and the effect it has had on the team.*

## 3. Conclusion

This document has articulated the high level and operational processes agreed to by **SCRUMptious**. This team agreement will apply for the duration of the **Smart City**. To meet the objectives of the project and demonstrate their abilities as IT professionals, team **SCRUMptious** will implement the principles, processes and management activities described.



## References

***Provide any references you have used to construct this proposal.***

*Jesse St. Germain (tutorship)*

## 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.

In the ITB002 students form their own teams. Team members can then 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.

The notions of team agreements and team meetings were introduced in the week 1 lecture and you have been completing some online teamwork learning activities as part of your team process management.

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.