TEAM AGREEMENT GUIDELINES

For

Foobar

Version 1.0

Prepared by:

Ben O'Brien : 9495258

Kwan Ho Cheng : 9316817

Chun Huei Fan : 9634339

Andrew Reid : 9295631

Shenwei Shao : 9325689

Prepared for:
Artem Kulakov

<28/07/2016>

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 **Meditation Centre** project to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
1. Ben O'Brien (9495258)		
2. Kwan Ho Cheng (9316817)		
3. Chun Huei Fan (9634339)		
4. Andrew Reid (9295631)		
5. Shenwei Shao (9325689)		
6.		
Tutor Approval		

TABLE OF CONTENTS

Team Agreement and Guide

1   Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for **_Foobar_** 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 **_Meditation Centre_** 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

We as a team will treat each other with <u>respect</u>.
- *We will adhere to each other's thoughts and ideas and understand that each individual has their own background of experience and education facilitating a comfortable environment in which each member can work to their best capability.*
- *Each member will contribute to the projects equally for the semester and will make an effort to balance the workload equally between members.*

We will make an effort to stay engaging and value <u>Positivity</u> over negativity & stress.
- *Considering the weight of the assignments it is important to stay positive and focus in team meetings to limit stress and ensure maximum productivity from other members.*

Team meetings will be flexible for the convenience of other members, adhering to their work/study schedules. HOWEVER, when a time for a meeting is set, members will <u>commit</u> to the date & time or will <u>communicate</u> any complications preventing members coming to meetings prior to sessions.
- *Communication is imperative to each member's success and will make an effort to stay informed on any changes or additions applied to the project.*
- *Members will respond to group messages, emails and will communicate for the benefit of the group.*

We value <u>Collaboration</u>
- *As a team, it is important to bring together our ideas and work for a common goal.*
- *This will be accomplished through our code and idea on Github, through our Skype/Facebook conversations and conveyance of ideas within workshops.*

2.2   Non-Compliance

Examples of non-compliance include:

- ***Refusing to communicate with other team***
- ***members.***
    - o ***Communication is critical for any group to work efficiently. If a member intentionally refuses to communicate, respond or participate in group meeting they breach this section of the non-compliance***
- ***Not completing allocated workload without sufficient notice to other members.***
    - o ***If a member continually arrives to a group meeting having not completed sufficient workload prior to the meetings, they are breaching this agreement.***
- ***Disrespecting or abusing other people's ideas.***
    - o ***Disrespecting, abusing and/or plagiarising other people's ideas not only breach this agreement, but the rules and policy of QUT and bare consequences greater and more serious than breaching this agreement.***

2.3   Dispute Resolution & Conflict Management

Every person in this team has their own job, schedule and timetable that they have to accommodate for. To prevent members breaching non-compliance, members have exchanged Facebook contacts, skype credentials and other forms of communication.

Depending on the severity of the non-compliance:

- Marks will be re-allocated to the appropriate parties and credit restored to the group as a whole.

3.   Conclusion

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

Reference

Brown, T. (2015, April 22). *THE 7 HABITS OF HIGHLY EFFECTIVE TEAMS*. Retrieved from
USTWO: https://ustwo.com/blog/7-habits-of-highly-effective-teams/