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TEAM AGREEMENT EXAMPLE

By: BDIC Group15

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Introduction

The purpose of this teamwork agreement is to outline a standardized expectation for the computerized system project concerning for Healing Paws Veterinary Hospital. To ensure a high-performing teamwork, including but not limited to communication and cooperation, this agreement is built for a ground rules for some aspects – around how members will work together and quickly to figure out what is rewarded and what is punished. The contents herein addressed are:

1. Communication
2. Decision making
3. Responsibility
4. Participation
5. Group Progress
6. Consequences

The member of the team are:

Xienan Wang

Xiulin Chen

Yaoixng Yu

Shiyuan Yao

Jiadi Li

Communication

Communication meeting between each member shall be through WeChat group, CSMoodule

forum and weekly meeting. By the end of each week, group members should decides the time of team meetings next week. If a member cannot attend a team meeting, they must communicate to all members 24 hours prior to the meeting. Absence will lead to a strike.

Decision Making

All ideas and directions will be kept open until a final consensus decision is made by the group. Final ideas and decisions will be adopted in one of two ways: secret ballot or coin toss. Failure to communicate or acting on a decision not sanctioned by the entire team, will result in one strike. (Please refer to "Consequences" section.)

Responsibility

Members of team are expected to finish all tasks by the due date that they are promised in the work package. The tasks are assigned would accurate with measurable acceptance, otherwise the they should be required to redefined and clarified. Any violence to the duty will be handled according to the Consequence items.

Participation

Group members should guarantee their submission to project repo at least once per week. The leader for each subgroup has duty to govern subgroup work and report workload and progress by the end of each week.

Group Progress

The group will create a timeline that includes for expected completion for each phase. The Group progress and current target should be maintained by the role "Tracker" who is

responsible for managing the workspace board and development weekly diary.

Consequences

Consequences will be based on a strike program with three strikes resulting in a probationary status and four strikes resulting in removal from the team. While on probation the team member must demonstrate his ongoing commitment to the team by writing an explanatory paper and requesting reinstatement to the team.

Strike may be given for any one of the following reasons:

1. Missed meetings without either communication 24 hours prior or a legitimate conflict.

2. Failure to abide by the rules presented in this working agreement.

3. Low commitment and substandard work presented in assigned tasks.