

Team Working Agreement

Communication: I will keep a regular schedule for checking and responding to emails, and will communicate any changes to my availability or work priorities as necessary. I will also communicate progress updates on my work to any stakeholders as appropriate.

Goals and Objectives: I will establish clear goals and objectives for my work and keep them visible as a reminder of what I am working towards. I will regularly assess my progress towards these goals and adjust my approach as necessary.

Time Management: I will create a schedule that balances my work with my personal life and ensures that I am able to meet my deadlines. I will also prioritize my work effectively and avoid procrastination.

Accountability: I will hold myself accountable for meeting deadlines and completing high-quality work. I will seek feedback and support from others when needed, and be open to constructive criticism that helps me improve.

Professionalism: I will maintain a professional demeanor in all of my communications and interactions with others, and will represent myself and my work in a positive and respectful manner.

Confidentiality: I will maintain the confidentiality of any sensitive information or data related to my work, and will follow any relevant policies or guidelines related to data security and privacy.

By agreeing to these guidelines, I am committing to creating a productive and effective working environment for myself, and holding myself accountable for my work and its impact on others.

Signed

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