**TEAM OPERATING AGREEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** |  |

|  |
| --- |
| **[Team Values and Principles](#Team_Values_and_Principles" \o "List values and principles by which the team agrees to operate. Examples include mutual respect, operating from fact not opinion, etc.)** |
| 1.  2.  3.  4.  5. |
| **[Meeting Guidelines](#Meeting_Guidelines" \o "Identify guidelines that will keep meetings productive.  Examples include: decision makers must be present, start on time, stick to the agenda, etc.)** |
| 1.  2.  3.  4.  5. |
| **[Communication Guidelines](#Communication_Guidelines" \o "List guidelines used for effective communication. Examples include: everyone voices their opinion, no dominating the conversation,no interrupting, no using inflammatory language, etc.)** |
| 1.  2.  3.  4.  5. |
| **[Decision-Making Process](#Decision_Making_Process" \o "Describe the process used to make decisions. Indicate the relative power of the project manager for decision making as well as any voting procedures. Also indicate the circumstances under which a decision can be re-visited.)** |
|  |

**TEAM OPERATING AGREEMENT**

| **[Conflict Management Approach](#Conflict_Management_Approach" \o "Describe the approach to managing conflict, when a conflict will be escalated, when it should be tabled for later discussion, etc.)** |
| --- |
|  |

|  |
| --- |
| **[Other Agreements](#Other_Agreements" \o "List any other agreements or approaches to ensuring a collaborative and productive working relationship among team members.)** |
|  |

Signature: Date:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |