

# **BASIS FOR A LETTER OF AGREEMENT BETWEEN PROJECT MEMBERS**

Name\_\_\_\_\_

**Version 1.0**

## Purpose

The purpose of the letter of agreement is that the members of the project group *together* decide on the conditions of cooperation within the project group. To make sure that all members have a possibility to communicate their own opinions one can start off by discussing the topics below. First, let every member think about their opinions individually. Secondly, discuss between each other and come to a consensus on your common opinion. Your agreed opinions can then be formulated into a written agreement that can be appended to, or merged into, the project plan.

	Agree fully			Totally against
<b>Discussion points</b>				
It is important that the group commonly decides on rules of conduction within the group regarding meeting times, late arrivals, attendance, preparations etc.				
All members of the group must attend at the planned meetings.				
All members of the group must be well prepared to common meetings.				
It's important to have a "coordinator" in the group				
The workload should be distributed equally between group members, so that the number of hours put in by the members will end up at about the same amount.				
When we work in the group we will stick to facts and avoid talking about personal feelings and personal experiences.				
The cooperation within the group must be possible to discuss openly, even though it may cause discomfort for some members in the group.				
Anyone who does not contribute actively shall not take advantage of the group's common work.				
It's important to give feedback on behaviors between members, both positive and negative.				
Every meeting ends with a short evaluation where each one comments on how the work within the group functioned.				
The ambition of the group is to make the results of the project will be the best imaginable.				
Other things that the group wishes to discuss and have a policy on:				
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