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| **Document Type** | **Team Manifesto** |
| **Team Name** | (Start-up or team name) |
| **Team Members** | (Full name of each member) |
| **Release Date** | (Date document is uploaded at platform) |

**Instructions:** This document is a guideline, which will help to summarise all the team’s vision, goals, expectations and culture. We strongly advise you to carefully go through all points below stated, discussion each one among the team members, before writing down.

# Team Vision

* What the team’s goal / What are you trying to achieve

# Team Profile & Roles

* Describe the team member’s profile, including academic background, professional experience, know-how and skills that are relevant for the project;
* For each team member describe the role within team, detailing all responsibilities this person will assume during the course and beyond.
* Name a person to be responsible for scheduling meetings, and uploading deliverables to the platform.

# Team Expectations and Commitment Level

* Agree upon the amount of hours per week each team member will commit to the startup proposal
* Define a time schedule of week-days and time slots each team member will allocate to the program, making sure you have at least 1-2h per week of overlap among all team members;
* Make sure you clarify if there will be any idle period (e.g. university exam week or pre-planned vacation) and define how and when the team member should compensate it;
* Define a common list of expectations regarding each other’s commitment level;

# Work-flow Management Agreement

* Clarify the work process by defining how you will collaborate within documents and ensure a common understanding of scope, timeline, outcomes and
* assign who is responsible for setting up each platform and creating the initial working documents;

# Founder’s (Intellectual Property) Agreement

* Initial agreement regarding intellectual property of content that is created during the program and alignments for specific future scenarios. Please also consider pre-existing content, in case the team decides to follow on a member’s existing idea/project. Some key points to: IP rights of team member that leaves the team before and/or after the end of the program; Allocation of shares in case the team moves on and gets incubated and leaving free shares or not for new hires;

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Date and Signature of all team members