# **Team Process Agreement**

Instructions: Review this document with your teammates. **Create a copy of this document (file>make a copy)** and fill it out. You can simply type your name into the signature field at the bottom. Send the signed agreement to instructors.

**This should take you about 15 minutes to fill out.** The importance of this document should not be minimized, but the main purpose is to hold one’s teammates accountable if a teammate does not deliver.

Date \_9/12/2022\_\_\_\_\_\_\_\_\_\_ Course: W210 Section: \_\_\_1\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor \_\_Joyce Shen, Zona Kostic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team member names\_\_Kasha Muzila, Karl Eirich, Robert Turnage, Cynthia Zhu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What are the guiding values or principles of the team - for individuals and for the collective?**
2. **What’s the operating rhythm?**

**Meeting schedule**  
Consult your individual schedules and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

| Wednesdays at 4pm-5pm PST (weekly) via Zoom |
| --- |
| The rest of our communication will be via Slack |

**Response rule**  
What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc.)

| During weekdays/time-crunch - 24 hours |
| --- |
| During weekends - 48 hours |

**Hours per week of project work**  
On average, how many hours per week will each member work on the project? \_\_\_10-15\_\_\_\_\_\_\_

1. **How would you resolve conflicts?**

**Conflict resolution process**If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Immediately have an open discussion with the entire team. Communicate to the individual(s), ensuring that all group members are included, with a detailed explanation of what problematic behaviors you have encountered, and suggest how to resolve the issue. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution.
2. If you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.
3. **How do you communicate?**

**What are the primary methods of communication (e.g., email, Slack, conference calls, text)?**

| Zoom |
| --- |
| Slack |
| Email (@Berkeley.edu) |

**How can each member be reached?**

Kasha Muzila - Slack

Karl Eirich -

Robert Turnage -

Cynthia Zhu -

**Signatures**   
*I participated in formulating these standards, procedures, and understand that I am obligated to abide by these terms and conditions.*

| **Name \_\_\_\_Kasha Muzila\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name \_\_\_\_\_\_\_\_\_\_\_Karl Eirich\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- | --- |
| **Name \_\_\_Robert Turnage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_Robert Turnage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name \_\_\_\_Cynthia Zhu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Reference Articles on Team and Collaboration

The Secrets of Great Teamwork

<https://hbr.org/2016/06/the-secrets-of-great-teamwork>

How to Make Your Team R.O.C.K

<https://www.mckinsey.com/business-functions/people-and-organizational-performance/our-insights/the-organization-blog/how-to-make-your-team-rock>

Five Strategies To Improve Communication With Team Members

<https://www.forbes.com/sites/forbestechcouncil/2020/01/08/five-strategies-to-improve-communication-with-team-members/?sh=1ed74eb04536>