2 Team Agreement

All team members must have participated in the formulation of this Team Agreement and are

committed to abide by it.

2.1 Team Principles and Processes

Contribution Principle

● Principle: Ensure all team members actively contribute to team discussions

● Rationale: Active engagement will allow for extensive collaboration and corroboration of

ideas

● Operational Processes:

o Ensure everyone gets to speak

o Don’t reject ideas without hearing the explanations

o Be supportive whilst also providing productive criticism

Collaboration Principle

● Principle: Share knowledge and actively collaborate with other team members

● Rationale: Presenting and utilising each team member’s skills will enhance the project’s

final result

● Operational Processes:

o Apply everyone’s strength and weaknesses appropriately to roles in the project

o Don’t assign all the work to a single or select number of team members ­ share

around roles to best utilise strengths within the group

Fair Distribution Principle

● Principle: Allocate tasks fairly

● Rationale: Maintaining the equilibrium of the group is important in sustaining an

effective and collaborative environment

● Operational Processes:

o Delegate often ­ make sure all roles are defined and each member is aware of

their duties

o Communicate with each member of the group to ensure that each individual is

coping with their workload

o If one cannot cope ask for help

Submission Standard Principle

● Principle: All work must be completed to an agreed standard

● Rationale: Setting and maintaining high standards is the key to success for the project.

● Operational Processes:

o All tasks that are delegated are to be looked over by all members of the group to

ensure a standard is set and agreed on.

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Team Agreement and Guide

Late Submissions Principle

● Principle: Late or substandard contributions will have consequences

● Rationale: Contributions must be delivered in a consistent, satisfactory and timely

manner to maintain high standards. Consequences are applied to maintain an ethical

work environment.

● Operational Processes:

o Time management ­ Members are to complete each delegated task in the given

time frames.

o Consequences are to be dealt using the conflict management.

Dispute Resolution Principle

● Principle: Resolve internal disputes (personal or professional) fairly and openly

● Rationale: A fair and open dispute resolution process is important for the effective

operation within the project.

● Operational Processes:

o Identify the internal dispute amongst the group.

o Negotiate a resolution internally.

Higher Authority Principle

● Principle: Find a party that can resolve escalated issues that the team cannot resolve.

● Rationale: Some issues may escalate to an extent where the team cannot resolve them.

We must find a new way to resolve the issue in order to keep a healthy work

environment.

● Operational Processes:

o Find a mediator by contacting the appropriate people ­ tutor, lecturer, course

coordinator.

Our team believes that following these team principles will keep us working fairly and

efficiently and will maintain a healthy and respectful team environment. To ensure we can

uphold and work to these principles, we have taken the following measures:

● We ensure consistent contact via social media and email.

● Our team is balanced (IS and CS).

● We plan to organise regular meetings to discuss our work.

● Team leader will retain authority for team discussions and must make the final decision

regarding issues such as arranging team meetings outside of tutorial and managing

workload allocation.

● If a team member refuses to participate a higher authority may become involved.