

# **TEAM AGREEMENT**

**For**

***Team 36***

**Prepared by:**

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***24/7/2017***

## Sign-off and Approvals

Team Agreement Sign-Off:		
The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the <b>Smart City Project</b> to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
<b>Kyle Tristan Dela Cruz</b> <b>09710094</b>		26/07/17
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<b>Rohil Uttamsingh</b> <b>09740881</b>		26/07/17
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Tutor Approval		

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# 1 Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Team 36 who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the **Smart City** project. In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:

- High level principles contributing to an effective team;
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.

## **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**

Principal: Showing respect and demonstrating sufficient effort

Rationale: Cultivating good, professional relationships to excel in the team project at hand

Operational processes:

- Listening to other members
- Avoid malicious conduct and treat each other respectfully
- Put in the required effort for each assigned activity

Principal: Achieve a GPA of 6/7

Rationale: Will maintain good GPA

Operational processes:

- Put in required quality and effort to achieve grade

Principal: Consensus is achieved amongst group members

Rationale: This will ensure everyone understands and is working towards the same end goal

Operational processes:

- Vote on conflicts
- Ensure discussion
- Once a decision is made and agreed upon by majority it is expected that everyone accepts the decision

Principal: Communication is constant and in depth

Rationale: this will keep everyone up to date with everything that is going on

Operational processes:

- Facebook will be used for online communication
- Responses are expected within 24 hours
- Everyone is expected to attend meetings in person and communicate what they have done
- 24 hour notice is needed if you cannot attend a meeting

Principal: Work must be set and shown at meetings

Rationale: This ensures everyone agrees on the workload and knows what they are doing

Operational processes:

- Work load is determined at every meeting per project plan
- Work not being completed on time is unacceptable unless there was prior notice
- Roughly equal work load will be set at meetings

## **2.2 Non-Compliance**

Principal: Showing respect and demonstrating sufficient effort

Minor breach: Respect is not shown to members of the team e.g. A team member insults other members or is not acting professionally.

Major breach: Severe disrespect towards other team members e.g. A team member engages in constant personal attacks against another member

Principal: Achieve a GPA of 6/7

Minor breach: Work is not at the quality or standard to achieve a 6/7 e.g. A team member is producing poor quality work

Major breach: Work is not being produced at all e.g. A team member is constant showing up to meetings without completed work

Principal: Consensus is achieved amongst group members

Minor breach: Refusal to complete agreed upon work e.g. Consensus is made on a decision and a team member refuses to accept the decision

Major breach: Constant refusal to complete agreed upon work and failure to engage in any discussion e.g. A team member completes zero agreed upon work

Principal: Communication is constant and in depth

Minor breach: Failure to let others know of unavailability / doesn't communicate with team e.g. A team member doesn't show up to meeting without letting anyone know they cannot attend

Major breach: No communication with team members e.g. A team member is no longer contactable at all.

Principal: Work must be set and shown at meetings

Minor breach: Work is not completed by an agreed upon set date e.g. Work was set to be completed by next meeting and it is not done.

Major breach: Work is constantly never completed e.g. A team member never completes assigned work at least 3 times in a row.

## **2.3 Dispute Resolution & Conflict Management**

Minor conflicts and disputes:

To resolve conflicts and disputes after a minor breach of the agreement, the transgressor will be warned about their behaviour. If they begin to behave appropriately, then the team will carry on as usual. If the transgressor is non-compliant due to their circumstances, the team can organise to work around their situation. If the transgressor accumulates several minor breaches and fails to change their behaviour, then the group can decide on whether to deal with the situation as a major conflict or dispute.

Major disputes:

To resolve major disputes after a major breach of the agreement, the team will meet to discuss how marks will be reallocated. In the case of persistent or very severe breaches of the contract, the transgressor may be sacked from the group.

### 3. Conclusion

This document has articulated the high level and operational processes agreed to by Team 36. This team agreement will apply for the duration of the ***Smart City project***. To meet the objectives of the project and demonstrate their abilities as IT professionals, Team 36 will implement the principles, processes and management activities described.