**TEAM AGREEMENT GUIDELINES**

**For**

***Team number 22***

***Version 0.1***

**Prepared by:**

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**Prepared for:**

***Jessie St Germain***

***02/03/17***

# 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 ***Property Management*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| 1. ***Brandon Welldon 9485970*** |  |  |
| 1. ***Cameran Fenwick 9449435*** |  |  |
| 1. ***Jessie Gilles 9710965*** |  |  |
| 1. ***Ben Shinas 972086*** |  |  |
| 1. ***Bob Geissmann 9098216*** |  |  |
| Tutor Approval |  |  |

***Instructions: You may use this template to plan and discuss your team agreement by substituting and adding your own ideas and text wherever there are italics throughout the document.***

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# Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for ***Team number 22*** 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 ***Property Management*** 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.

# Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

## Team Principles and Processes

***Record your team’s agreed principles of behaviour, communication and operational processes here.***

***1.***

**Principle:** Attend team meetings (Wednesday 5pm before scheduled workshop).

**Rationale:** Meetings are a time to discuss ideas and distribute work amongst all team members. If a team member misses a meeting, information will have to be repeated which can be a waste of time.

**Operational Processes:** If a team member has a valid reason for not being able to attend a group meeting, it is their responsibility to inform the rest of the team group as soon as possible. If a team member misses a meeting it is their responsibility to find out the information they missed, and too find out what work they need to contribute for the week. Brandon Welldon will be recording attendance and summaries of discussions that took place during meetings.

***2.***

**Principle:** Team members will put in 100% effort towards their allocated work.

**Rationale:** Team members producing a low quality of work will negatively affect the grades of every team member.

**Operational Processes:** It’s important to know each other’s weaknesses and strengths. Group members must be comfortable with their task in order to complete it thoroughly. If a group member does not feel comfortable they are encouraged to speak up so changes can be made.

***3.***

**Principle:** Team members will respect each other.

**Rationale:** It is extremely important that all team members feel valued. This will encourage a positive working environment.

**Operational Processes:**

* Respect everyone’s opinions
* Respect everyone’s ideas
* No talking over the top of each other
* Conflicting ideas will be resolved calmly amongst the group
* The tutor will be informed if there are any issues that can’t be solved amongst the team

***4.***

**Principle:** Team members will always respond to Facebook messages as quickly as they can.

**Rationale:** It’s important that group members monitor Facebook often throughout the week so they can promptly respond to others. This reduces the amount of time we have to spend waiting on a response.

**Operation Processes:** All group members will check the Facebook group and respond to any post that involves them.

## Non-Compliance

***Record your team’s agreed definitions of minor non-compliance (not meeting or breaching agreed team agreement conditions and team commitments in a way that may adversely affect the project) here. Illustrate your definitions by providing relevant examples.***

* **Ignoring Contact** – It’s important that all group members are easy to contact. This group has decided to use Facebook as the main source of communication. A team member choosing not to respond to a post on Facebook within 3 days is unacceptable.
* **Being disrespectful** – An example of a team member being disrespect would be if they were putting down another team member’s idea or opinion.
* **Freeloading** – All group members must produce a reasonable amount of work every week towards the project. An example of freeloading would be a group member not completing the work they were allocated.

## Dispute Resolution & Conflict Management

***Minor or major non-compliance with this Agreement is likely to manifest as disputes or conflicts between team members.***

***State how your team has agreed to deal with or manage minor breaches of this Agreement.***

* Team members will be given a warning within the group for their first offence. Any following breeches will be formally discussed with the tutor.

# 3. Conclusion

This document has articulated the high level and operational processes agreed to by ***Team number 22*** This team agreement will apply for the duration of the ***Property Management Project.*** To meet the objectives of the project and demonstrate their abilities as IT professionals, **team number 22**will implement the principles, processes and management activities described.

# References

***Provide any references you have used to construct this proposal.***

# Appendix – Team Agreement Guidelines

In order for your team to achieve its common goals, to coordinate activities and to enable group synergy, your team and its members must communicate regularly and abide by mutually acceptable and beneficial principles of behaviour.

In the ITB002 students form their own teams. Team members can then negotiate team principles and operational process and record these conditions in their Team Agreement. In developing the Team Agreement team members must also agree what constitutes a major breach of (non-compliance with) of agreed behaviours, the penalties for such breaches.

The notions of team agreements and team meetings were introduced in the week 1 lecture and you have been completing some online teamwork learning activities as part of your team process management.

Some possible topics for consideration in the Team Agreement are listed below. Your team should develop **principles** and **operational processes** and any other relevant items you think are necessary to establish the “rules” by which your team will operate. A template is available to help you identify content items and structure your agreement.

## Possible Topics for Agreement Principles

The guiding principles you develop might address the following issues:

* Your team goals (How you will define success. What level of achievement / grade does your team want for this project);
* How your team will reach consensus when decision-making;
* How the team will manage & resolve differences of opinion. (Will the team require all individuals to accept the team's view?);
* How you will get quiet team members or students who have English as a second language to actively contribute to team discussions;
* How team members will share knowledge and actively collaborate with other team members to ensure collaboration;
* How tasks will be allocated and how work will be completed (will you work according to the project plan, or use an event-driven informal process?);
* How your team will resolve or accept personal or professional differences;
* The process or channel will you use to escalate issues that the team cannot resolve;
* Will your team have a team leader role? And if so what are their responsibilities and how will they be supported, rewarded or compensated for their additional work load.
* Equitable workload for team work.
* Will the team accept freeloaders (people who do no work on the project), how will you identify them, and what are you going to do about them?
* Ensure that work is done to an acceptable level of quality and meets the project’s requirements;
* What process will you follow to deal with poor quality or late work;
* What you will do if members make significantly different contributions in terms of quantity or quality of work;
* etc

## Communication and Operational Process Topics

Your team communication and operational processes should explain in detail how the principles you have stated are put into operation. They might include statements that include:

* How often your team meetings will be held, where, what time & for how long;
* What regular agenda categories will be discussed at each meeting (eg progress made, issues);
* Who will record the team meetings (eg meeting date, attendees, issues discussed, decisions, actions) and enter the data in TeamWorker when necessary;
* Will the team use an issues register to track the resolution of project, team and technical issues; if so how will this work.
* How often team members will communicate with each other;
* How team members will communicate between meetings;
* How often team members will check their email or voice mail;
* The timeframes team members will accept as reasonable to respond to email or voice mail messages;
* How team members will update each other with progress made, especially if they cannot attend a meeting;
* What a team member should do if he/she cannot meet his/her assigned tasks and deadlines;
* How the project plan will be updated to reflect actions completed and new actions assigned and who is responsible for these updates;
* Will a project library be established to contain electronic and/or print versions of documents and emails and who is responsible for maintaining this resource;
* etc

## Defining Major and Minor Non-Compliance

This section should assist you manage team and individual behaviours. Your team should agree how this section should be completed and what items it may include. It is up to you!

You might start by defining and providing examples of what the team considers to be major or minor non-compliance, i.e. a breach of one of Agreement principles or communication processes (e.g. being more than 5 working days overdue with agreed deadlines, freeloading, not responding to emails etc).

## Penalties for Major and Minor Non-Compliance

This is up to your team to agree and propose penalties. The team must then take responsibility for applying the agreed penalties. You may agree to deal with major breaches by reallocating an agreed percentage of marks, or even expulsion from the group.

You may agree to allow a small number of minor transgressions occur without penalty as long as team members behave appropriately & professionally.