**TEAM AGREEMENT GUIDELINES**

**For**

***Version 1***

**Prepared by:**

***Cameron Gartner 09682091***

***Dimitrios Karanasios 09389491***

***Mitchell Dame 09474218***

***Jon Meyer 09491546***

***Chee Ho Chan 09359478***

**Prepared for:**

***Tutor Name***

***7/26/2016***

# 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 ***Meditation Centre*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| 1. ***Cameron Gartner n9682091*** | *C.G* | *29/7/2016* |
| 1. ***Chee Ho Chan n9359478*** | *G.C* | *29/7/2016* |
| 1. ***Jon Meyer***   ***n9491546*** | *J.M* | *29/7/2016* |
| 1. ***Dimitrios Karansios***   ***n9389491*** | *D.K* | *29/7/2016* |
| 1. ***Mitchell Dame n9474218*** | *M.D* | *29/7/2016* |
|  |  |  |
| Tutor Approval |  |  |

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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 Instinct** 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 ***Meditation Centre*** 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

***Principles of behaviour:***

*Don’t be a leech and do what is assigned to you, if unable to make sure everyone in the group knows. Principle: to allow for all work to be completed on time.*

*Respect Everyone's opinions. Principle: to allow everyone to have their own voice within the project.*

***Communication processes:***

*Google Drive, Teamspeak, Facebook and Skype*

***Operation Processes:***

*Meeting minutes filled out weekly, doing your work outside of class*

|  |
| --- |
| * Principle (What): Show respect for one another. * Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes. * Operational Processes (How)   + listen to each others ideas,   + avoid abusive language,   + try not to dominate the other team members,   + give equal speaking time to all members |

## 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.***

***Record your team’s agreed definitions of major non-compliance (not******meeting or breaching agreed team agreement conditions and team commitments in a way that has a major negative impact upon the team’s success) here. Illustrate your definitions by providing relevant examples.***

***Major Non-Compliance include:***

*Leaving the course/not showing up to any classes*

*Not contributing to meetings/work*

***Minor Non-Compliance include:***

*Not attending workshops or agreed meetings outside of class*

*sickness/injury*

## 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.***

*Have a Chat with the member and find out what is happening*

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

*Contact Tutor about the student after finding out what is happening and receives 0% if there is no excuse.*

# 3. Conclusion

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

# References

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