**TEAM AGREEMENT GUIDELINES**

**For**

***Pythonetheus***

***Version 0.2***

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***25/7/2017***

# **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 ***The Brown Python*** project to meet the client’s requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| ***Chais Bishop n9937951*** |  | *27/7/2017* |
| ***Rick Mccasker n9449949*** |  | *27/7/2017* |
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| 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 Pythonetheus 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 *The Brown Python*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.

## **2.1 Team Principles and Processes**

The team will work together to complete the project with contribution from all members.

Team members are expected to work together to finish the project on time.

To achieve this, each member must follow these principles:

**Team members must show respect for one another**

Team members need to show respect for one another, as having a healthy professional atmosphere will facilitate positive team outcomes.

Team members can achieve this by avoiding abusive language and trying not to dominate other team members. Team members should listen to each other's ideas and allow all members to speak equally.

**Team members need a fair workload**

By spreading the workload among all team members the project will progress ensuring no team member is left with too much work to handle. During team meetings tasks will need to be allocated to each team member while considering workloads. Team members who feel they have been given an unfair workload should bring it up to the rest of the team.

**Team members need to communicate effectively**

In order to communicate properly and effectively we expect that each member is active on the facebook chat and that all members attend both the tutorials and the self assigned group meetings. It is also expected that each member respects each other and provides positive constructive feedback when needed. Some of the operational processes associated with the Respect principle above may include: listen to each others ideas, avoid abusive language, try not to dominate the other team members, etc.

## **2.2 Non-Compliance**

**Minor non-compliance**

Minor non-compliance is an action which may have a small negative impact on the group and/or the project.  
Examples of minor non-compliance include missing deadlines by a small margin, being consistently unavailable for contact or not attending meetings without warning or reason.

**Major non-compliance**

Major non-compliance is an action which may cause a large negative impact on the group and/or project. This action causes damage the group's ability to work together cohesively or damage the project in a severe way.

Examples of major non-compliance is deliberate sabotage of the project, being unwilling to work with group members or being failing to meet any of the agreed upon deadlines by a large margin.

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

Both minor and major non-compliance, disputes or conflicts are to be met with warnings if either party cannot solve them peacefully. Actions such as removal from the group will be used if a member is consistently causing issues for the team.

Minor dispute/conflict

Minor disputes will be managed within the team. The dispute is to be rationally pulled apart and dealt with by either finding middle ground or majority vote.

Major disputes/conflict

These are to be dealt with in a similar manner to minor disputes but if it cannot be solved either the disruptive member will be removed from the group or the tutor will be brought in for assistance in the matter.

# **3. Conclusion**

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

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# **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 IFB299 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.

## **Possible Topics for Agreement Principles**

* Your team goals (How you will define success. What level of achievement / grade does your team want for this project);
  + GPA: 7
* How your team will reach consensus when decision-making;
  + Democracy
* How the team will manage & resolve differences of opinion. (Will the team require all individuals to accept the team's view?);
  + Constructive Criticism and consultation with CRA.
* How you will get quiet team members or students who have English as a second language to actively contribute to team discussions;
  + Facebook message them when you are right next to them!
* How team members will share knowledge and actively collaborate with other team members to ensure collaboration;
  + Google Docs brainstorms
* 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?);
  + Depending on role, tasks are assigned to best fit everyones strengths and weaknesses.
* How your team will resolve or accept personal or professional differences;
  + Members need to stay on task and
* The process or channel will you use to escalate issues that the team cannot resolve;
  + search the internet > Ask team members > ask Tutor
* 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.
  + Client? Enthesis on wanting everyone to be as satisfied with the group's direction as possible.
* Equitable workload for team work.
  + Whatever is agreed upon, ensuring to keep a reasonable balance of workload.
* 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?
  + No freeloaders accepted, Team members leaving tasks too late or “winging it” will have penalties incurred on them
* Ensure that work is done to an acceptable level of quality and meets the project’s requirements;
  + Check with client with consultation with CRA.
* What process will you follow to deal with poor quality or late work;
  + Draft poor quality work and prioritize on late work to get it up to date

## **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.

* How often your team meetings will be held, where, what time & for how long;
  + Every Tuesday at 1pm, at a minimum duration of 30 minutes at an agreed upon location subject to change
* What regular agenda categories will be discussed at each meeting (eg progress made, issues);
  + Progress made, shortcomings, upcoming tasks, goals before the next week
* Who will record the team meetings (eg meeting date, attendees, issues discussed, decisions, actions) and enter the data in TeamWorker when necessary;
  + Chais has the task of recording meeting minutes during meetings
* How team members will communicate between meetings;
  + The team will use Messenger to communicate online. Team members will need to check Messenger for messages in our IFB299 Messenger group every day
* The timeframes team members will accept as reasonable to respond to email or voice mail messages;
  + 4 hours if message was sent before 6pm
* How team members will update each other with progress made, especially if they cannot attend a meeting;
  + Using Messenger
* What a team member should do if he/she cannot meet his/her assigned tasks and deadlines;\
  + Inform the team immediately and request for assistance
* How the project plan will be updated to reflect actions completed and new actions assigned and who is responsible for these updates;
  + The scrum master is in charge of updating the project plan
* 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;
  + Electronic documents are stored on google drive and all team members have access to the files. Daniel is the owner of the google drive being used

**Defining Major and Minor non-compliance**

Minor non-compliance is defined by an action that has little impact on the overall product but may cause temporary damage to the success of the product or grief for other members.

Major non-compliance is defined by an action that has a large impact on the overall product causing an issue that would take a large amount of effort to fix or irreparable damage overall.

**Penalties for Major and Minor non-compliance** (Include but not limited to)

Penalties for minor non-compliance include:

* Taking on extra workload

**Penalties for major non-compliance include:**

* Removal from the group
* Taking on extra workload
* Less credit for final product
* Negative review from peers