

# **TEAM AGREEMENT GUIDELINES**

**For**

***Team Secret***

***Version 0.1 (DRAFT)***

**Prepared by:**


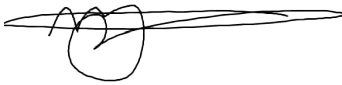

***Team Member 1 Khar Jun Shum  
Team Member 2 Veng Sie Choy  
Team Member 3 Michael Nicolaou  
Team Member 4 Bryce Aird***

**Prepared for:**

***Prakash Bhandari***

***1<sup>st</sup> March 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>Property Management</b> project to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
<b>1. Khar Jun Shum</b> <b>9784667</b>	Sean Shum	3 <sup>rd</sup> March 2017
<b>2. Veng Sie Choy</b> <b>9783741</b>		3 <sup>rd</sup> March 2017
<b>3. Michael Nicolau</b> <b>9563776</b>		3 <sup>rd</sup> March 2017
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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 Secret* 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.

## 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

- Principle: Complete task within deadline and achieve high grades and team goal in this project.  
Rationale: Team goals and high grades are important as it is a motivation for the members to contribute as much as they can in this project  
Operational Processes: The team can achieve this by fulfil commitments and being responsible by completing respective tasks allocated within the period agreed by all members.
  
- Principle: Show respects for one another when comes to decision making.  
Rationale: This is a team project and the team members have to believe in each other and respect in each other opinion in order to achieve team goals. Besides, good teamwork will allow works to be done with ease.  
Operational Processes: Always attempt for discussion. For example, after you have completed your own task, show other team members about your completed task and ask for their opinion.  
Respect every ideas provided by your group members. If you have issues on any of your group member's ideas, voice out directly during meeting to avoid misunderstanding and argument in future.  
Treat each other with respect by giving equal opportunity for each member to voice out their ideas and listen to their ideas while they are proposing. This will benefits the team as more and better ideas can be gathered.
  
- Principle: Be sensitive to others different communication styles and needs  
Rationale: This is because each of the team members might come from different countries or not having English as first language. It also helps to facilitate a healthy environment for discussion.  
Operational Processes: Show patience when listening to the team members if they could not explain clearly what they are trying to voice out.
  
- Principle: Every member will have equal amount of work.  
Rationale: This is to ensure every member can work without any complain as the amount of work is equally distributed.  
Operational Processes: Construct a workload diagram and divide the tasks according to it.
  
- Principle: Every member will have to be prepared and attend every meeting.  
Rationale: This is to ensure the meeting time can be used productively and there is always progression for every meeting held.  
Operational Processes: Set a meeting time that every member can attend. Besides, every member has to show the work they did during the meeting and prepare a list of questions or suggestions if there is any.

### 2.2 Non-Compliance

### **Minor non-compliance**

- Member does not prepare for the meeting
  - Affect and slow down the progress of assessment
- Did not listen to other members when they are proposing their ideas
  - There will be a misunderstanding with the ideas proposed and it will heavily affect the outcome of assessment.

### **Major non-compliance**

- Member does not complete the task given by the due date
  - Results in late submission for the assessment and affect grades of other members.
- Did not respect each other
  - A very serious issue as there will be argument and it will messed up the whole project
- Member is absence for the scheduled meeting without notice
  - It will greatly affect the progress of the assessment as the leader could not assign tasks to that member and do not have any update about the previous task

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

### **Minor**

- Remind the member about the principles that he agreed to follow.
- Ensure the member keep his commitment in mind for this project and promise to never breach the principles again

### **Major**

- Inform every member regarding the issue and ask for their opinion.
- Gather suggestions from each member and make decision to come up with a solution for the issue.
- Seek help from tutor if the dispute continues.

## **3. Conclusion**

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