TEAM AGREEMENT GUIDELINES

For

Just Put Something Down

Version 0.1 (DRAFT)

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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 *<insert project name>* project to meet the client's requirements and timeframes.		
Person's name & student number	Signature	Date
Xander O'Dempsey - n9662821		*31/07/17*
Joel Sanderson – n9823115		*31/07/17*
Nafisa Anzum - n9458433		*31/07/17*
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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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1   Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Just Put Something Down 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 ToDoBrisbane 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: Show Respect for one another
- Rationale: To work effectively as a team throughout the project team members will have to show respect for one another. This will ensure a friendly, productive team.
- Operational Processes:
    o No racist, sexist, or offensive language that intentionally or unintentionally offend another team member.
    o Listen to each other's ideas, and allow all team members to be able to express their idea or opinions

- Principle: Participation by all team members in tasks and meetings
- Rationale: To ensure that all members get a fair chance of participation.
- Operational Processes:
    o Ensure all team members get to express their ideas in group meetings and via Messenger or any other means of electronic communication.
    o Allow each member to participate in any decision-making process
    o Value all contributions

- Principle: Effective Communication
- Rationale: Teams that communicate complete projects with higher quality. Communication helps build an effective team dynamic and ensures the sharing of new ideas.
- Operation Processes:
    o Ensuring all team members attend and participate in meetings or discussions, whether they be in person or electronically (Messenger, Skype, Slack, etc.)
    o Openly sharing ideas and opinions

2.2   Non-Compliance

2.2.1 Major non-compliance
- Overdue work without a good explanation (e.g.. task initially bigger than thought)
- Overdue work without notification
- Non-attendance in meetings without notification or explanation
- Not completing assigned task
- Not showing respect
- Example:
    At the end of a sprint, one team member has simply not done any work on their allocated task and has failed to give an explanation.

2.2.2 Minor non-compliance
- Inconsistent response to electronic communication
- Not participating in discussions, whether these be in person or electronically.
- Completing work to a low-quality standard
- Example:
    All three members of the development team have submitted their work. Two of them have followed the coding style guide whereas the third person has not.

2.3   Dispute Resolution & Conflict Management

Any major non-compliances will be reported to the groups IFB299 tutor. The penalties will escalate as following:

  First major non-compliance: Warning
  Second major non-compliance: 5% marks lost
  Third major non-compliance: 10% marks lost

Any major non-compliance breach after the third will result in expulsion from the group.

For minor non-compliance breaches, there will be three warnings before a major non-compliance breach will be issued.

3. Conclusion

This document has articulated the high level and operational processes agreed to by Just Put Something Down. This team agreement will apply for the duration of the ToDoBrisbane project. To meet the objectives of the project and demonstrate their abilities as IT professionals, team Just Put Something Down will implement the principles, processes and management activities described.

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.