

Team agreement template

Purpose: Team members often have different views on how the joint work is to be carried out. Such differences may be a source of disagreement and of suboptimal project performance, as expectations and personal ambitions may mismatch. Research shows that it is helpful to start the project by agreeing on how you will work together. This document is a template for such an agreement.

Process: It is important that all members of the group are involved in the discussion. Start by discussing the different areas covered in the agreement using the questions as a basis for your discussions. Then decide how you will achieve a productive work environment by noting your decisions in the appropriate box. Include at least 2 points per area.

Audience: The agreement is intended primarily for you as a group. Be aware though, that if your agreement is uploaded in Canvas, the teachers on the course will have access to it.

Group number /name: ARE-HT24-G21

Group members:

Oluwatosin Omotoyinbo	Suvrangshu Barua
Ruixuan Li	Zihan Kuang
Saif Sayed	
Shradha Shinde	

Interaction How will we make sure that all ideas will be heard and that everyone will get a chance to speak in the group? How will we make decisions and choose between different options? How will we give and receive feedback?	Cohesiveness How will we create good contact with each other? How do we create a “we” feeling? How will we build trust and security? How will we support and help each other?
Agreements: <ul style="list-style-type: none"> # Each member writes down their ideas, and we take turns discussing them. # Decisions are made by majority vote, with members sharing their reasons for their choices. # During discussions, team members provide constructive feedback, highlighting both positive and negative aspects and suggesting improvements. 	Agreements: <ul style="list-style-type: none"> # Foster mutual respect among team members and value everyone’s opinions. # In case of conflict, resolve it by providing respectful explanations. # Create a safe environment where everyone feels comfortable speaking up and ensure all team members are included. # Offer support to any team member who faces difficulty in understanding something.

Goals

What are our shared goals? How can we set up milestones on the way to the goal? What ambitions do we have? What grade are we aiming for?

Agreements:

- # Enhance our knowledge, skills, and communication within the team throughout the project.
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- # Our main goal is to develop our project ideas effectively. To achieve this, we will use assignments R1, R2, and R3 as key milestones.
- # We aim to perform our best and achieve the highest possible grade, assuming everyone is committed to their work.
- # Additionally, we strive to submit the project successfully by the deadline.

Interdependence What do we gain by working together on our project (rather than working individually)? How will we ensure a fair and equal work distribution? How do we make sure that all team members have meaningful and important tasks?	Structure How will we structure our meetings? How will we organize and coordinate our work? Which roles do we need and what do we expect from those roles? How will we document our work and our individual contributions? Which communication / platforms will we use?
Agreements: <ul style="list-style-type: none"> • # Leverage the diverse skills and perspectives of all group members. • # Make collective decisions about our project. • # Use Trello as a Scrum board to ensure fair work distribution and prevent anyone from being overloaded. • # We collaboratively decide on and assign tasks to members based on their expertise, maintaining open communication throughout the process to ensure all tasks are meaningful and valuable. 	Agreements: <ul style="list-style-type: none"> • # Meeting times: Monday, 15:00-17:00 (zoom) Thursday, 14:00-18:00 (in-person) • # Each meeting will begin with a stand-up to provide updates on everyone's tasks, followed by a discussion of our plans, project ideas, and any challenges faced. We will use Slack for regular communication and to seek help if anyone is stuck. • # Use Trello to organize and coordinate our work, and to track individual contributions. Use Google Drive to document our project activities. • # We will follow an Agile approach, with group members rotating the role of Scrum Master, while the remaining members participate as Scrum team members to facilitate meetings.

Signatures from all group members that we have taken part in and agree to the team agreement:

Saif Sayed
Ruixuan Li

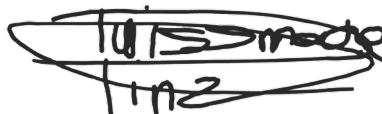
Zihan Huang

John



Date:

16 - 09 - 2024



Three or more things we need to work

1. Start planning and dividing tasks properly in Trello before starting the assignment.
2. Start speaking up and make your opinion heard.
3. Stop being lazy and take charge in what needs to be done.
4. Start reacting to messages sent by team members so that they know they are being heard.