PURDUE UNIVERSITY

PURDUE REPOSITORY FOR ONLINE TEACHING AND LEARNING

Team Agreement

The following is an example of a team agreement. Take what you want and leave the rest.

In this course, you will complete three case assignments with the same team. To set your team up for success, you will create a project agreement that establishes roles, expectations, communication strategies, and so on. By creating a project agreement, the goal is to set yourself up for success and to reduce the occurrences of problems. In your team agreement, be sure to include the following aspects:

Team Member Information and Roles

Team Member Name	Role	Contact Info (e-mail, phone, text, etc.)/Communication Preference
.	.	.
.	.	.
.	.	.
.	.	.

Description of Each Role- After you complete the table for each team member, be sure to clearly articulate what is expected of the individual filling that role.

Notes on Roles: *It is expected that you all will support each other in the development of assignments. So, in other words, each assignment has multiple parts, and* ***everyone is expected to contribute part of this content****. Roles might include, but are not limited to- Team Manager, Technical Writer, Graphic Designer/Document Formatter, Content Developer, Recorder, etc. One strategy is to read the assignment first, then, determine what roles you think will be needed. Also, from one case to the next, you may want to try different roles.*

Team Communication and Material-Sharing Strategies

- Outline the tools that will be used for team communication
- Discuss the frequency of communication that is expected among team members
- Determine where team documents will be kept and how maintained
- Identify how deadlines will be established
- Create a process for determining how assignment quality will be achieved and agreed upon

Team Values, Behaviors, and Expectations

- Consider and define (briefly) principles that will guide the team (e.g., communication, respect, etc.)
- List expectations for each team member (e.g., Each teammate is expected to respond within 4 hours of receiving a message)

Methods for Handling Team Issues

- If an issue arises, what is the chain of command for addressing it?
- If a teammate fails to complete a task, how will this be handled?

Inform Your Instructor

- Once your team agreement is finished and accepted by all team members, e-mail your instructor informing him/her that this step is complete. ***You will submit a copy of the team agreement with your first case assignment.***

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