

Team Agreement

Team Name:

Date:

Names of Team Members (include preferred names; optionally include pronouns)	Personal Values

Team Values

Our team values are:

Team Outcomes The desired outcomes we wish to achieve as a result of working in this team are:

Demonstrated Team Behaviours

As a team, the specific things we commit to doing that demonstrate our alignment with our **team values** and **team outcomes** (above) are... (For example: How we demonstrate RESPECT: show up on time for team meetings, stay off our phones during team time, demonstrate our understanding of each other's ideas)

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Strengths in the Team

Name	Strengths that I bring to this team

Teamwork Competencies and Skills Development

We have reviewed RRU's [Teamwork Competencies and Skills Framework](#) which describes the skills and competency areas that are practiced during academic teamwork (e.g., dynamic communication, process facilitation, utilizing collaborative tools, giving and receiving feedback)

Name	The teamwork skill that I commit to working on with this team...
	Teamwork skill:
	My team members can support me with this by...
	Teamwork skill:
	My team members can support me with this by...
	Teamwork skill:
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Scheduling Synchronous Teamwork

___ We have shared our availability to meet with each other (virtually and/or in-person) as well as relevant information about when we are not able to meet or work on the assignment(s).

___ We have discussed our expectations of communication turnaround time.

When we receive a text or email from one of our team members that is related to our teamwork, we will respond within _____ (amount of time).

___ We have decided on a regular weekly meeting time of:

OR

___ Our meetings are scheduled as follows:

The location of our team meetings will be:

Planning and Having Collaborative Discussions

___ We have decided that whenever we meet as a team, one of our team members will facilitate the meeting.

___ We have decided that whenever we meet as a team, one of our team members will take notes and record action items (*what will be done, who will do it, and when it will be completed*)

___ Our notetaker will provide the team access to the notes that are taken at a meeting.

___ We will rotate the roles of facilitator and notetaker on a regular basis, so that all team members contribute to these leadership tasks. Our rotation will be:

Date	Facilitator	Notetaker
	Team member a):	Team member b):
	Team member b):	Team member c):
	Team member c):	Team member d):
	Team member d):	Team member:
	Team member:	Team member:

___ To prepare for an efficient and productive meeting, our facilitator will provide an agenda to the rest of the team before we meet.

___ When creating an agenda, our facilitator will provide an opportunity for the team to give their input into the meeting topics.

Other things we will do to ensure we are communicating collaboratively when we are working together:

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Team Decision-Making

__ We have discussed our team decision-making process. Given that our team is sharing leadership and it is important to include everyone's input, the process we will use for making team decisions is (describe the process)...

Creating Content Collaboratively

__ We have discussed how we will share our work and create content together.

__ We have created a folder where all team members can access our team documents.

This folder is located: _____

__ We have a plan for collaboratively editing and finalizing a shared document.

Other things we will do to share files and collaboratively create content together:

Utilizing Collaborative Tools and Communication Platforms

Purpose	Options	Our team will use...	Who needs training? Who can train others?
Messaging and team chat	Signal, WhatsApp, Wire, Slack, Google Chat, Microsoft Teams, Viber, Email, Telegram, Facebook Messenger		
Video Calls	Zoom, Skype, Microsoft Teams, Google Meet, Facebook Messenger, WhatsApp		
Document creation, sharing and collaboration	Google Drive, Office 365, Dropbox		
	Other tools or platforms:		

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Potential Team Challenges

Challenge	Potential Strategy (outline a step-by-step approach that the team will take to address the challenge)
Lack of Participation: Team member not coming to meetings, not completing work, or not responding to emails.	
Lack of Collaboration: Team member making decisions without consulting the team, or doing most of the work	
Different Expectations: Team members with differing academic expectations, motivation or quality of contribution.	
Other (identify a specific behaviour)	

Confidentiality

We have discussed how we will handle personal or sensitive information and we agree that...

Project Planning

___ We have created a workplan that includes significant dates (team meetings, milestones and deadlines) as well as roles and responsibilities of each team member.

OR

___ We will create a workplan together as a team as soon as we are aware of the requirements of the assignment (s).

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Additional Agreements

Based on what we have learned from previous team experiences, we would like to add the following:

Agreement

Our signatures indicate we understand and commit to the terms of this agreement.

Name	Royal Roads Email Address	Signature (you may type your initials)	Date

NOTE: As your team develops over time, update your Team Agreement as necessary with the agreement of all team members.