

Team Agreement

A working agreement for academic teams at Royal Roads. Complete it together. Submit as per course or team coach instructions.



TEAM NAME**COURSE / PROGRAM****DATE**

01 Team Members

Include preferred names; pronouns if helpful.

NAME	PERSONAL VALUES

02 Team Values & Outcomes

TEAM VALUES

Look for overlaps in your personal values and choose 3 to 5 values that the whole team can commit to.

TEAM OUTCOMES

What success looks like by the end of our time working together.

03 Demonstrated Team Behaviours

As a team, the specific things we commit to doing that demonstrate 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.)*

04 Strengths in the Team

NAME	STRENGTHS THAT I BRING TO THIS TEAM

05 Teamwork Competencies & Skills Development

Review the [Teamwork Competencies and Skills Framework](#) which describes skills and competency areas in academic teamwork (e.g., dynamic communication, process facilitation, utilizing collaborative tools). Pick 1-2 skills each that you would like to work on in this team.

NAME	TEAMWORK SKILL THAT I COMMIT TO WORKING ON	TEAM MEMBERS CAN SUPPORT ME WITH THIS BY...

06 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

07 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

- ☐ 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

08 Team Decision-Making

- ☐ We have discussed our team decision-making process.

SHARING THE LEADERSHIP MEANS THAT THE PROCESS WE WILL USE FOR MAKING TEAM DECISIONS IS (DESCRIBE THE PROCESS OR STEPS):

09 Creating content collaboratively

- ☐ We have discussed how we will share our work and create content together.
 - ☐ We have created a shared folder where all team members can access our team documents. This folder is located:
-

☐ We have a plan and process for collaboratively editing and finalizing shared documents.

OTHER THINGS WE WILL DO WHEN SHARING FILES AND COLLABORATIVELY CREATING CONTENT TOGETHER

10 Collaborative tools & communication platforms

PURPOSE	OPTIONS	OUR TEAM WILL USE...	NEEDS TRAINING	CAN TRAIN OTHERS

Note: Royal Roads students have access to a free RRU Zoom account. Sign in with your RRU credentials at royalroads.zoom.us rather than using a personal Zoom account for team meetings.

11 AI use & rules of engagement

Considering the university's and course-specific AI use policies, our team has discussed the rules of engagement within the context of teamwork.

☐ We have read the AI-use guidance in our course outline and understand what is permitted, restricted, or prohibited. Beyond this we agree to the following:

WHERE AI IS WELCOME IN OUR WORK

WHERE AI IS NOT WELCOME IN OUR WORK

HOW WE WILL SUPPORT TRANSPARENCY AROUND THE USE OF AI

12 Potential team challenges

CHALLENGE	POTENTIAL STRATEGY (STEP-BY-STEP APPROACH)
Lack of participation Team members are not coming to meetings, not completing work, or not responding to emails.	
Lack of collaboration Team members make decisions alone without consulting the team, including taking overloaded portions of teamwork.	
Different expectations Team members with differing academic expectations, motivations, or quality of contributions.	
Other (identify a specific behavior such as accountability issues with the use of AI): _____	

13 Confidentiality

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

14 Project planning

☐ We have created, or commit to creating, a work plan that includes significant dates (team meetings, milestones, and deadlines) as well as roles and responsibilities of each team member.

15 Additional agreements

Based on what we've learned from previous team experiences we want to add....

16 Signatures

Our signatures indicate we understand and commit to the terms above.

NAME	ROYAL ROADS EMAIL	SIGNATURE (OR TYPED INITIALS)	DATE

★ Resources & support

TEAMWORK RESOURCES

Tools, templates, and guidance for working in academic teams at Royal Roads:
royalroads.ca/current-students/teamwork/teamwork-resources

CONFIDENTIAL TEAM COACHING

For confidential teamwork support, reach out to:
teamcoaching@royalroads.ca

Royal Roads University

LIFE.CHANGING

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