**TEAM Agreement – Pointers (You can use your chosen format)**

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| TIP: Create clear and specific behavioral norms to ensure accountability.  E.g. Deliver work that is void of typos, grammatical errors etc. Produce submissions that show evidence of care, effort and time spent (e.g. brainstorming, multiple design options, pros and cons lists etc.) |

**EXPECTATIONS:**

1. ***Goals and Standards***

Discuss: What does everyone want from this project?

1. What is acceptable quality of work?
2. Professionalism: What about plagiarism, referencing, academic writing, professional behaviour in front of stakeholders?
3. ***Deadlines***
4. How to monitor deadlines and milestones? *(Updates when you are half way?)*
5. How to follow up on individual deadlines?
6. How to deal with unforeseen circumstances?
7. ***Contribution Equality***
8. How will you ensure free riding won’t occur?
9. How will you divide work and ensure accountability?
10. How can disciplines that may not have a tangible contribution to the project still be included and contribute?

**COMMUNICATION:**

1. ***Media***
2. What media (WhatsApp, canvas etc.) to communicate, share work?
3. What is the maximum time to respond?
4. How and who to communicate to others outside the group?
5. ***Boundaries***
6. Acceptable working hours?
7. Offensive or inappropriate behaviour?
8. *Meetings*
9. How to ensure everyone is prepared for and involved during meetings?
10. How to ensure attendance and deal with missed meetings?
11. Sharing of administrative tasks? (Agendas, minutes, recaps, etc.)

**PENALTIES:**

1. ***Breech of Agreement***
2. What if someone breaks the contract? Outline a procedure of how to respectfully make the team member aware of a breach *(they may not be aware).*
3. What happens if it happens again or is an ongoing problem?
4. ***Ad Hoc***
5. How can members raise points of concern safely?