**Formal TEAM Agreement**

Module 9 Science to Society: Group Number ……

10 September 2021

**1. Purpose**

The purpose of this team agreement is to outline the standard operating practices and team norms for this project. The guidelines are formulated and agreed to, by all team members. Any amendments to the contract must be discussed and agreed to by all members. Failure to abide by the outlined standard operating practices of this contract could harm the team’s overall functioning and result in penalizing action as detailed in the contract.

**2. Agreement on Teamwork Practices**

The team agrees to the following :

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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.) |

1. **EXPECTATIONS:**

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

1. **COMMUNICATION**

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

1. **PENALTIES**

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| **Breech of Agreement** |
| 1. 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).* |
| 1. What happens if it happens **again or is an ongoing problem**? |
| **Ad Hoc** |
| 1. How can members raise points of concern safely? |

**3. Declaration**

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

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Team Member Signature Date

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