

Team Agreements – Suggested questions to discuss

Attendance & Lateness

- How often should the team meet, in addition to the mandatory weekly meetings?
- When and how long should team meetings be?
- Under what conditions is it OK to miss a meeting?
- How do we inform each other if we are going to miss a meeting?
- How do we deal with lateness?

Participation & Information Sharing

- What do we mean by participation?
- How will/do we encourage participation?
- How are we going to share information?
- What is the flow of communication – between ourselves, with our client?
- How will people be held accountable?

Decision Making

- How do we make decisions?
- What decisions must be agreed to by all?
- What does consensus mean?
- How will we make decisions and solve problems?
- How will we handle conflicts?

Individual Contributions and Quality of Work

- What do we mean by quality?
- How do/will we encourage quality?
- How do we deal with individuals who dominate, don't participate, resist, are too noisy/quiet?
- How will we monitor our process and progress?

Professionalism:

- How do we want to represent our team to our client?
- What are the key elements of professionalism?
- What areas of professionalism do team mates feel uncomfortable with/unsure of?
- How does the team define respectful behavior?
- How do we deal with inappropriate behavior?