**Team Agreement**

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Member Names:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Values:**

|  |  |
| --- | --- |
| Team Member Name | Personal Value(s) |
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**Values:** What are our team values? (name one or more)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** What are our team’s goals?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Demonstrated Team Behaviour (s):** As a team, what behaviours (add all that are pertinent to your group) do we commit to doing that demonstrate our alignment with our values and goals? (*For example: How we demonstrate RESPECT: Respond to communication within “X” amount of time, arrive on time for team meetings, stay off our phones during team time, listen to each other’s ideas*)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Goals and Team Support**

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| --- | --- |
| **Name** | **Area you wish to enhance or develop as a result of working in your team** |
|  | I would like to enhance/develop/learn…. |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn. |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn… |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn…. |
| My teammates can support me by…. |
|  | I would like to enhance/develop/learn…. |
| My teammates can support me by…. |

**Strengths of the Team:** What strengths and assets does each team member bring to the team?

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| --- | --- |
| **Name** | **Strengths – What I bring to the team…** |
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[**Roles and Descriptions**](http://media.royalroads.ca/owl/media/teamswork/roles_and_responsibilities.pdf) **(*Recommendation – rotate through roles, especially facilitator role*)**

|  |  |
| --- | --- |
| **Name** | **Roles and descriptions** |
|  | Main Role:  Description: |
| Other roles: |
|  | Main Role:  Description: |
| Other roles: |
|  | Main Role:  Description: |
| Other roles: |
|  | Main Role:  Description: |
| Other roles: |
|  | Main Role:  Description: |
| Other roles: |

**Scheduling and planning productive work together:** How will we structure and schedule our teamwork so that a) meetings are efficient and effective, and b) everyone is able to contribute to our goals? Try out the Team Planning Process Tool.

**Team Decision-Making:** Define your processes for making decisions as a team and clarify the situations when these processes will be used. *(e.g. consensus, democracy, leader decides, delegate, other?)*

**Potential Team Challenges:** [What happens if our team gets stuck?](http://teamswork.royalroads.ca/students)

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| --- | --- |
| **Challenge** | **Potential Strategy** (e.g. Ask questions, discuss concerns, give feedback; consult with team coach, speak with instructor**, review team agreement)** |
| **Lack of Participation:** Member of team is not coming to meetings, not completing work, and/or not responding to emails. | Strategies: |
| **Lack of Collaboration**: Member of team does not consult group, makes decisions for team without consulting, or does most of the work for team. | Strategies: |
| **Different Standards/Abilities:**  Team members with differing academic expectations, motivations or strengths. | Strategies: |
| **Specific Behavior:** | Strategies: |

If you agree to this Team Agreement, please sign below and share your contact information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone (emergency contact recommended)** | **Signature** |
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**NOTE: As your team develops and your understandings become consolidated, it is expected that adaptations/updates to your Team Agreement may be required, at the discretion of your team.**