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**TEAM AGREEMENT GUIDELINES**

**For**

***Group 1: TtT***

***Version 0.1 (DRAFT)***

***Team four letter anacronym \_ \_ \_ \_***

**Prepared by:**

**Prepared for:**

**Revision 1**

***Date and Time***

**Sign-off and Approvals**

**Team Agreement Sign-Off:**

The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the **TtT** Tropic to Tropics Stage 1 project to meet the [www.pedalaussie.com](http://www.pedalaussie.com) bicycle tour requirements and timeframes.

Person's name & student number	Signature	Date
www.PedalAussie.com Approval		

***Instructions: You may use this template to plan and discuss your team agreement by substituting and adding your own ideas and text wherever there are italics throughout the document.***

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# 1. Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for a tour ride buddy team(s) on the Pedal Aussie Tour called the Project. The Pedal Aussie Tour is .....

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the *www.pedalaussie.com* Tour. In this way the agreement provides a communication tool and contract between team members and *www.pedalaussie.com* regarding their obligations, responsibilities, and activities to ensure successful processes, product, and outcome.

This document includes:

- High level principles contributing to an effective team.
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.

# 2. Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

## Principles and Processes

***Record your team's agreed principles of behaviour, communication, and operational processes here.***

### EXPLANATORY NOTES:

Principles should be high level statements that describe **what** your team considers to be the key values, beliefs and norms that contribute to an effective team environment. For example, you may adopt a principle that is "show respect for one another".

Each principle should be accompanied by a rationale that explains **why** your team has agreed to follow the stated principle. For example, the rationale that explains the adoption of a "Respect" principle is a healthy atmosphere will facilitate positive team outcomes.

Operational processes should show **how** the principles will be put into action or implemented and made workable by your team during the project. Examples of the operational processes associated with the Respect principle above may include listen to each other's ideas, avoid abusive language, try not to dominate the other team members.

**Refer to the Team Agreement Guidelines in the Appendix for examples and adapt (not adopt) for your team.**

**An example of how these could appear in your Team Agreement is provided below for the Respect Principle.**

- Principle (What): Show respect for one another.
  - Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes.
  - Operational Processes (How)
    - listen to each other's ideas, giving everyone an opportunity to contribute thoughts.
    - avoid abusive language,
    - try not to dominate the other team members,
    - give equal speaking time to all members.
- Principle (What): Approach project with **Energy** and focus.
  - Rationale (Why): If everyone agrees to approach the project with energy and focus, we will develop a high-quality solution.
  - Operational Processes (How)
    - Be passionate about the project.
    - Be involved.
    - Be open to communication.
    - Use full potential.
- Principle (What): **Clarity** of tasks and processes
  - Rationale (Why): It is important that all tasks and processes are clear to all team members. If not, this could lead to confusion and unclear goals.
  - Operational Processes (How)
    - State clear tasks, not just vague goals.
    - Be sure to properly explain things to all team members.
    - Take the time to make sure everyone understands.
    - If you do not understand a task, ask questions until you have clarity.
- Principle (What): Timeliness
  - Rationale (Why): If team members cannot complete tasks and respond to communications in a timely manner, then it will adversely affect the whole team.
  - Operational Processes (How)
    - Attend all meetings, and if a team member cannot attend a meeting, they must provide a reason why within 24 hours of the meeting.
    - Respond to all communications within one working week AT THE MAXIMUM.
- Principle (What): **Good Feelings** -Supportive energy within the group
  - Rationale (Why): Everyone needs to feel energised to perform well at their tasks, and to ensure progress is maintained.
  - Operational Processes (How):
    - Have a positive, inclusive atmosphere in group meetings.
    - Providing constructive feedback
- Principle (What): Using our own work (no plagiarism)
  - Rationale (Why): It's not professional to use others work, nor ethical.
  - Operational Processes (How):
    - By keeping our own groups work within the group
    - Not looking at friends assignments.
    - Drawing on from our own skills and research.
- Principle (What): Be honest about competencies and progress.
  - Rationale (Why): If team members are not upfront about their competencies then they may be assigned tasks that they do not have the ability to complete. Further, if team members are not honest about their progress, it may adversely affect the whole team.
  - Operational Processes (How):
    - Everyone should state their competencies honestly from the outset of the project.
    - At weekly scrum meetings all team members should be honest about their weekly progress.

**Record your team's agreed definitions of minor non-compliance (not meeting or breaching agreed team agreement conditions and team commitments in a way that may adversely affect the project) here. Illustrate your definitions by providing relevant examples.**

- General disorganisation
  - Missing deadlines, showing up late to meetings (20+ minutes, unless previously arranged)
- Late delivery of tasks
- Showing hostility towards other team members
- Lack of good feelings
  - Bullying, negative attitude on the assignment
- Not attending at least one meeting a week
- Catching up on meetings missed
  - If a meeting is missed, then the individual is to contact other group members to catch-up on what was missed and what is expected by the next meeting.
- Loss of contact for longer than 3 days, but less than one week.
- Inappropriate behaviour or unwanted embedded or posted data.

**Record your team's agreed definitions of major non-compliance (not meeting or breaching agreed team agreement conditions and team commitments in a way that has a major negative impact upon the team's success) here. Illustrate your definitions by providing relevant examples.**

Loss of contact (1 week); violence; vandalism; no contribution for over a week; breaking [www.pedalaussie.com](http://www.pedalaussie.com) policies and procedures.

### **3. Dispute Resolution & Conflict Management**

**Minor or major non-compliance with this Agreement is likely to manifest as disputes or conflicts between team members.**

**State how your team has agreed to deal with or manage minor breaches of this Agreement.**

- Warnings
  - 3 Strikes, and you are out! (equivalent to a major breach)
- Action to be taken:
  - Get a third umpire (preferably independent person) to adjudicate.

***State how your team has agreed to deal with or manage major breaches of this Agreement.***

- Action to be taken:
  - Management of breaches - 3rd party adjudication (Tour Coordinator or assign)

### **3. Conclusion**

This document has articulated the high level and operational processes agreed to by **TtT**. This team agreement will apply for the duration of the **[www.pedalaussie.com](http://www.pedalaussie.com)**. To meet the objectives of the project and demonstrate their abilities as IT professionals, team **TtT** will implement the principles, processes and management activities described.

### **References**

***Provide any references you have used to construct this proposal.***

**Example: Don Miguel Ruiz's - The Four Agreements code for life**

## **Appendix – Team Agreement Guidelines**

In order for your team to achieve its common goals, to coordinate activities and to enable group synergy, your team and its members must communicate regularly and abide by mutually acceptable and beneficial principles of behaviour.

[www.pedalaussie.com](http://www.pedalaussie.com) can form their own teams. Team members can then negotiate team principles and operational process and record these conditions in their Team Agreement. In developing the Team Agreement team members must also agree what

constitutes a major breach of (non-compliance with) of agreed behaviours, the penalties for such breaches.

The notions of team agreements and team meetings were introduced in the week 1 lecture and you have been completing some online teamwork learning activities as part of your team process management.

Some possible topics for consideration in the Team Agreement are listed below. Your team should develop **principles** and **operational processes** and any other relevant items you think are necessary to establish the "rules" by which your team will operate. A template is available to help you identify content items and structure your agreement.

### **Possible Topics for Agreement Principles**

The guiding principles you develop might address the following issues:

- Your team goals (How you will define success. What level of achievement / grade does your team want for this project).
- How your team will reach consensus when decision-making.
- How the team will manage & resolve differences of opinion. (Will the team require all individuals to accept the team's view?).
- How you will get quiet team members or students who have English as a second language to actively contribute to team discussions.
- How team members will share knowledge and actively collaborate with other team members to ensure collaboration.
- How tasks will be allocated and how work will be completed (will you work according to the project plan or use an event-driven informal process?).
- How your team will resolve or accept personal or professional differences.
- The process or channel will you use to escalate issues that the team cannot resolve.
- Will your team have a team leader role? And if so what are their responsibilities and how will they be supported, rewarded or compensated for their additional work load.
- Equitable workload for teamwork.
- Will the team accept freeloaders (people who do not work on the project), how will you identify them, and what are you going to do about them?
- Ensure that work is done to an acceptable level of quality and meets the project's requirements.
- What process will you follow to deal with poor quality or late work.
- What you will do if members make significantly different contributions in terms of quantity or quality of work.

### **Communication and Operational Process Topics**

Your team communication and operational processes should explain in detail how the principles you have stated are put into operation. They might include statements that include:

- How often your team meetings will be held, where, what time & for how long.
- What regular agenda categories will be discussed at each meeting (e.g. progress made, issues).



- Who will record the team meetings (e.g. meeting date, attendees, issues discussed, decisions, actions) and enter the data in Team Worker when necessary;
- Will the team use an issues register to track the resolution of project, team and technical issues; if so how will this work.
- How often team members will communicate with each other.
- How team members will communicate between meetings.
- How often team members will check their email or voice mail.
- The timeframes team members will accept as reasonable to respond to email or voice mail messages.
- How team members will update each other with progress made, especially if they cannot attend a meeting.
- What a team member should do if he/she cannot meet his/her assigned tasks and deadlines.
- How the project plan will be updated to reflect actions completed and new actions assigned and who is responsible for these updates.
- Will a project library be established to contain electronic and/or print versions of documents and emails and who is responsible for maintaining this resource?

### **Defining Major and Minor Non-Compliance**

This section should assist you manage team and individual behaviours. Your team should agree how this section should be completed and what items it may include. It is up to you!

You might start by defining and providing examples of what the team considers to be major or minor non-compliance ,for example a breach of one of Agreement principles or communication processes (e.g. being more than 5 working days overdue with agreed deadlines, freeloading, not responding to emails.).

### **Penalties for Major and Minor Non-Compliance**

This is up to your team to agree and propose penalties. The team must then take responsibility for applying the agreed penalties. You may agree to deal with major breaches by reallocating an agreed percentage of marks, or even expulsion from the group.

You may agree to allow a small number of minor transgressions occur without penalty if team members behave appropriately & professionally.

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## Example: Don Miguel Ruiz's - The Four Agreements code for life

### Agreement 1

#### **Be impeccable with your word.**

Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.

### Agreement 2

#### **Don't take anything personally.**

Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.

### Agreement 3

#### **Don't make assumptions.**

Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama. With just this one agreement, you can completely transform your life.

### Agreement 4

#### **Always do your best.**

Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best, and you will avoid self-judgment, self-abuse and regret.

### **the four agreements - don miguel ruiz**

A life-changing book. Don Miguel Ruiz's simple guidance for life. This book - the original in the series - is widely available. Everyone should read it. The Four Agreements' summary is the intellectual property of Don Miguel Ruiz. No attempt is made here to exploit it - merely to review and inform. More about The Four Agreements ideology, The Four Agreements book, Don Miguel Ruiz and Toltec philosophy at Don Miguel Ruiz's website.

