


Teamwork

AGREEMENTS HOW TO WORK TOGETHER

CONSIDER AGREEING on	Agreements	If needed, how do we correct each other?
<p>TIME</p> <ul style="list-style-type: none"> • When should we meet as a team? • What will be the start time of all meetings? • What will be the end time of all meetings? 	<p>We will meet every day, unless someone has personal problems preventing them from attending.</p> <p>Meetings will start every day at 09:00 to maintain consistency and discipline.</p> <p>The end time will depend on the workload. If there is a lot of work, the meeting may last longer; otherwise, it will be kept short and efficient.</p>	<p>We inform the person who missed the meeting about what was discussed and what tasks they need to complete.</p>
<p>LISTENING</p> <ul style="list-style-type: none"> • How will we encourage listening? • How will we discourage interrupting? 	<p>We will speak one at a time and ensure that no one interrupts when someone else is speaking.</p> <p>Team members should wait for their turn to speak and respect everyone's opinions during discussions.</p>	<p>If someone interrupts, we will remind them to let others finish their thoughts before responding.</p> <p>We will openly share our thoughts about ideas, discuss our options, and choose the best approach collectively.</p>
<p>CONFIDENTIALITY</p> <ul style="list-style-type: none"> • Will the meetings be open? • Will what we say in the meeting be held in confidence? • What can be said after the meeting 	<p>Meetings are open and free to discuss with other teams if necessary.</p> <p>Any sensitive topics discussed in the meeting should remain confidential within the team unless sharing is necessary for work purposes.</p> <p>General decisions and action points can be shared, but personal or private discussions should remain within the team.</p>	
<p>DECISION MAKING</p> <ul style="list-style-type: none"> • How will we make decisions? • What will be the votes need to pass a decision? • How will we deal with conflicts? 	<p>We will discuss all important matters together and make decisions based on what we collectively agree upon.</p> <p>Decisions will be passed based on the majority vote of the team members.</p> <p>If a conflict arises, we will have an open discussion where all viewpoints are heard. If necessary, a mediator or team leader may assist in resolving disagreements.</p>	
<p>PARTICIPATION</p> <ul style="list-style-type: none"> • How will we insure everyone's participation? • Will we have an attendance policy? • How to deal with missing members? 	<p>We will divide tasks so that each team member has something to do and contributes equally.</p> <p>If someone is missing, they must inform the team members in our group chat as soon as possible.</p> <p>If a team member is absent, other team members will step in to ensure work progresses smoothly.</p>	<p>If a team member does not have an assigned task, they should help other team members with their work.</p>
<p>EXPECTATIONS</p> <ul style="list-style-type: none"> • What behavior should be expected from leaders? • Are there any requirements for participation? • What is the phone policy for these meetings? • Should an agenda be posted the day before a meeting? 	<p>Leaders should set a good example by staying organized, communicating clearly, and ensuring that tasks are distributed fairly.</p> <p>All team members should contribute by taking on responsibilities and staying engaged in discussions.</p> <p>We can use the phone only when work is completed or if it is necessary for communication purposes.</p> <p>If possible, an agenda should be shared in advance to help the team prepare for discussions.</p>	<p>If someone is using their phone excessively, we will remind them to focus on the task at hand.</p>
<p>FEEDBACK</p> <ul style="list-style-type: none"> • How do we give each other feedback? • When do we give each other feedback? 	<p>We listen to each other's ideas and express our thoughts constructively. Feedback should be given respectfully.</p> <p>We provide feedback when we agree or disagree with someone's idea. This helps improve our decisions and teamwork.</p>	<p>We openly share our ideas and thoughts with one another.</p>
<p>ROLES</p> <ul style="list-style-type: none"> • How do we divide tasks and roles? • Do we change the roles and tasks? 	<p>Each team member takes responsibility for their role and completes tasks accordingly.</p> <p>Roles may be adjusted if necessary, depending on the situation and the strengths of team members.</p>	<p>If a team member is struggling with their assigned task, we will help them until they feel confident in completing it.</p>

SAMPLE AGREEMENTS

- Meet only when there is a meaningful agenda.
- Start and end on time.
- Plan the retrospectives and/or stand-ups
- Allow everyone to contribute an agenda item.
- Post the agenda before the meeting.
- Avoid interrupting others when they are speaking.
- Have regular breaks.
- Have a different facilitator and recorder for each meeting.
- Differentiate between brainstorming and discussion.
- Address only groupwork related issues.
- Express disagreement with ideas, not individuals.
- Maintain confidentiality about disagreements expressed during the meeting.
- Reach decisions by consensus.
- Listen respectfully to all ideas.
- Conduct group business in front of the group.
- Conduct personal business outside of the meeting.
- Silence all cell phones during meetings.
- Avoid checking or sending text messages or e-mail messages during meetings.
- Avoid personal grooming (brushing hair, applying makeup, cleaning fingernails) during meetings