

What they ARE:

Working agreements are a pro-active way to develop team guidelines for a particular project. Working agreements should consist of 4 to 6 guidelines that will act as a “contract” for how team members are going to act, the work they will produce, and/or the climate they will create.

What they MUST be:

The only rule you have to follow when making your agreement is this: Each member of the team **MUST** agree to the guideline. For example—if your team members want to add the guideline “everyone must be on time for meetings” and you know that you cannot uphold this commitment—do not say that you will. Instead, ask your team members if you can be flexible about meeting times.

What they SHOULD be:

Working agreements should be a balance between task and process activities (i.e. doing and conceptualizing). They should also be attainable, related to the particular project, and flexible enough to accommodate crisis or everyday life situations.

Below, your team should list what your working agreement guidelines will be for this project. Your team will be expected to follow these guidelines in order to create a successful team experience (socially and professionally) and to create an exemplary final product.

You will turn this sheet in – therefore, one person in the group should also keep a record of your guidelines and e-mail them to the rest of your team.

Team Agreement Grading Criteria

- 1) Clarity of agreement items
- 2) Adequacy of agreement items
- 3) Completeness, (all members signed on)

Team Working Agreements

Team Number _____

Team Members' Names:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Guidelines	Member's Initials*

*By initialing next to this guideline you agree to the guideline and accept responsibility for following the guideline.