TEAM AGREEMENT [TO BE INCLUDED IN THE SYLLABUS]

In this course, you will complete a project with the same team. While teamwork can be challenging it gives valuable experience since completing any project involves interaction with others. Course projects are designed to give you opportunities to learn new skills by collaborating with others. For teamwork to be successful you will first create a team agreement that establishes roles, expectations, communication strategies, and an assessment rubric. Team agreements help prevent team failures and helps you deal with non-performing members.

Notes on Roles: After you complete the table for each team member, be sure to clearly articulate what is expected of the individual filling that role. It is expected that you all will support each other in the project work. Everyone is expected to contribute to the project content and take responsibility for the overall quality of all project deliverables. Read the assignment first, then determine what roles you think will be needed.

Please work as a team and include the following in your team agreement.

TEAM MEMBER INFORMATION AND ROLES

Team Member Name	Role	Contact Info (e-mail, phone, text, etc.)/ Communication Preference

TEAM COMMUNICATION & MATERIAL-SHARING STRATEGIES
- Outline the tools that will be used for team communication
- Discuss the frequency of communication that is expected among team members
- Determine where team documents will be kept and how they will be maintained
- Identify how deadlines will be established

METHODS FOR HANDLING TEAM ISSUES
- If an issue arises, what is the chain of command for addressing it?
- If a teammate fails to complete a task, how will this be handled?