

# PRACTICAL TOOL FOR BUILDING **Team Agreement**



## **GOALS AND ROLES**

Our **most important goal** *right now is...*

The **latest update/change** *you should know about is...*

Our **current priority** *is...*

What are **your top 3 priorities** *and why*

Let's discuss **how each of you contributes** *to the goal/short term priority.*

## **WAYS OF COMMUNICATION**

To work effectively towards this goal, **how often** *do you prefer to meet as a team?*

How about in **smaller groups?** *What groups? How about in 1-1's with me?*

What will be the communication **channels** *we will use in the team? – chat, email, conferencing, phone*

For **what purpose** *will we use each channel?*

## **AVAILABILITY**

Let's set some **expectations of availability**

- Working hours
- Response time
- Channels where we are available
- Exceptions – openly discussed with all
- Personal constraints – openly discussed
- Shared calendar to be aware of each member's time constraints

