

Team Agreement

Part 2.1: Our internal work

Use the following questions to discuss how you should work in the team. When you feel that you have begun to agree on some principles, then summarize them in a document.

Work process:

- How should we organize our joint work?
- What roles are needed?
- Where, when and how often do we meet?
- How do we handle situations when everyone on the team cannot participate?
- How do we communicate between the meetings?
- How do we share information and materials with each other?
- When, how and to what do we make joint decisions?

Social environment:

- What do we expect from each other?
- How do we treat each other?
- How do we handle conflicts or disagreements when they arise?
- How do we support each other?
- When and how do we ask for help?

Visions and goals:

- What do we want to achieve with our project?
- What do we want to get out of the project?
- What goals do we have for the project?
- What visions do we have for the project?
- What feels exciting?
- What worries us?

Evaluation:

- When and how do we evaluate whether the team is on the right track?
- When and how do we evaluate whether the team works the way we want it to work?
- How do we act if the team work does not work?
- How do we reward each other when we achieve success?