WORKING AGREEMENT

WHAT IS THE PURPOSE OF THIS WORKING AGREEMENT?

(FOR EXAMPLE, ESTABLISH CLEAR EXPECTATIONS AND GUIDELINES FOR HOW THE TEAM WILL COLLABORATE EFFECTIVELY.)

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WHAT VALUES WILL GUIDE OUR INTERACTIONS AND DECISIONS AS A TEAM? (EXAMPLES: TRUST, TRANSPARENCY, RESPECT, INCLUSION, ETC.)

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COMMUNICATION GUIDELINES

- **PREFERRED COMMUNICATION CHANNELS: (EXAMPLES: SLACK, EMAIL, ZOOM, ETC.)**

- **RESPONSE TIME EXPECTATIONS: (EXAMPLE: RESPOND WITHIN 24 HOURS TO MESSAGES.)**

- **MEETING ETIQUETTE: (EXAMPLE: BE ON TIME, HAVE CAMERAS ON, COME PREPARED, ETC.)**

- **GIVING AND RECEIVING FEEDBACK: (EXAMPLE: USE A CONSTRUCTIVE TONE AND FOCUS ON SOLUTIONS.)**

DECISION MAKING PROCESS

- **WHO MAKES DECISIONS? (EXAMPLES: THE TEAM LEAD, CONSENSUS DECISION-MAKING, ETC.)**

- **HOW WILL DECISIONS BE MADE? (EXAMPLES: VOTING, MAJORITY RULE, CONSULTATION, ETC.)**

- **HOW WILL CONFLICTS OR DISAGREEMENTS BE RESOLVED? (EXAMPLE: USE A NEUTRAL THIRD PARTY IF NECESSARY OR REVISIT THE TEAM'S VALUES FOR GUIDANCE.)**

Roles and Responsibilities

- **KEY ROLES: DEFINE THE ROLES WITHIN THE TEAM. (EXAMPLES: PROJECT MANAGER, FACILITATOR, NOTE-TAKER, ETC.)**
- **EXPECTATIONS FOR EACH ROLE: CLARIFY WHAT IS EXPECTED FROM EACH ROLE IN THE TEAM.**

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WORKING AGREEMENT

WORKLOAD & ACCOUNTABILITY

TASK MANAGEMENT

HOW WILL TASKS BE ASSIGNED AND TRACKED? (EXAMPLES: USE OF PROJECT MANAGEMENT TOOLS LIKE TRELLO OR ASANA.)

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ACCOUNTABILITY MEASURES

HOW WILL INDIVIDUAL CONTRIBUTIONS BE MONITORED? (EXAMPLE: WEEKLY CHECK-INS OR PROGRESS REPORTS.)

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CONSEQUENCES FOR MISSED DEADLINES

WHAT HAPPENS IF DEADLINES ARE MISSED OR A TEAM MEMBER DOES NOT MEET THEIR RESPONSIBILITIES?

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TEAM NORMS

- **BEHAVIOR EXPECTATIONS: (EXAMPLES: BE RESPECTFUL, GIVE EVERYONE A CHANCE TO SPEAK, ETC.)**

- **HANDLING CONFLICTS: HOW WILL INTERPERSONAL CONFLICTS BE MANAGED? (EXAMPLE: USE A MEDIATOR IF NEEDED. FOCUS ON RESOLUTION RATHER THAN BLAME.)**

REVIEW & REVISE

- **REVIEW FREQUENCY: HOW OFTEN WILL THE WORKING AGREEMENT BE REVIEWED? (EXAMPLES: QUARTERLY, AT THE END OF EACH PROJECT, ETC.)**

- **WHO IS RESPONSIBLE FOR ENSURING THE AGREEMENT IS FOLLOWED? (EXAMPLE: THE TEAM LEAD WILL MONITOR ADHERENCE TO THE AGREEMENT.)**

- **PROCESS FOR UPDATING: WHAT'S THE PROCESS FOR REVISING THIS AGREEMENT IF NEEDED? (EXAMPLE: ANY TEAM MEMBER CAN SUGGEST CHANGES, WHICH WILL BE REVIEWED BY THE GROUP.)**

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