

# TEAM AGREEMENT

TEAM NAME:

PURPOSE:

## HOW TO USE THIS TEMPLATE

### Approach 1

1. Follow the numbers within each box
2. Discuss and agree as a team on what goes into each box

### Approach 2

1. Design your own approach
2. Start from where you as a team believe you must begin from

1

## WHAT WE AGREE ON

*This is where we begin. Let's jot down all the key items we already agree on. One item per post-it.*

*Examples: Core working hours 1100-1500 CET; Highlight Impediments as soon as we see them*

2

## WHAT WE AGREE TO DISAGREE ON

*Let's jot down all the key items we disagree on. One item per post-it.*

3

## OUR CORE VALUES

Tip: Use Management 3.0's Big Value List

*Here is where we define what values we as a team stand for and we co-own these values; three, max five core values*

4

## HOW WE COMMUNICATE

*How do we communicate with each other? What tools could we use for specific communication? What response times could we expect from each other?*

5

## HOW WE COLLABORATE

*How do we know what the other is working on? Do we need core working hours? What collaboration tools should we use when working hybrid? What is our reference time zone?*

6

## HOW WE MAKE DECISIONS

7

## HOW WE NAVIGATE CONFLICT

*What are our potential areas of conflict? What is our approach when we are faced with any kind of conflict?*

8

## HOW WE STORE AND ACCESS DATA

*What kind of data/information do we need access to? What levels of access rights are needed on our kind of data/information? What are our requirements for data storage? Do we need to consider the cloud?*

9

## OUR CORE WORKING HOURS (IF ANY)

10

## WHAT MOTIVATES US

Tip: Use Management 3.0's Moving Motivators

11

*Something that matters to you as a team can be added as a customized field here.*

OPTIONAL CUSTOM FIELD