

# Teamwork

## AGREEMENTS HOW TO WORK TOGETHER

CONSIDER to AGREE on	Agreements	If needed, how do we correct each other?
<b>TIME</b> <ul style="list-style-type: none"> <li>• When should we meet as a team?</li> <li>• What will be the start time of all meetings?</li> <li>• What will be the end time of all meetings?</li> </ul>	<p>We will agree to meet sometime during school time, with at least two meetings per week. If needed we will contact each other via WhatsApp if one of us is unable to arrive at these meetings</p>	<p>We will try to contact the missing member and discuss their recent actions, and if we cannot do so, we will then discuss it with the teacher. While discussing with the teacher we will ask to kick the team member out of the group</p>
<b>LISTENING</b> <ul style="list-style-type: none"> <li>• How will we encourage listening?</li> <li>• How will we discourage interrupting?</li> </ul>	<p>By asking for everyone's opinions, we can determine whether others have been listening. Our group consists of introverts, we will not interrupt each other. By being honest, everyone is open to discuss</p>	<p>We will notify them that they are being disrespectful and if they do not stop then we will take it up with the teacher</p>
<b>CONFIDENTIALITY</b> <ul style="list-style-type: none"> <li>• Will the meetings be open?</li> <li>• Will what we say in the meeting be held in confidence?</li> <li>• What can be said after the meeting</li> </ul>	<p>The meeting will be open What we discuss in the meeting will partially be held in confidence. We will discuss what we're open to sharing and what we will keep a secret.</p>	<p>If a team member discusses too much confidential stuff outside of the meetings we'll discuss it with them and if all else fails then we will take it up with the teacher.</p>
<b>DECISION MAKING</b> <ul style="list-style-type: none"> <li>• How will we make decisions?</li> <li>• What will be the votes need to pass a decision?</li> <li>• How will we deal with conflicts?</li> </ul>	<p>We give each other our opinions and conclude with a final decision. If one of us does not show up and does not announce or ignore each other on WhatsApp, we will take it up with the teacher If it is a two on two we will begin a debate trying to convince one of the two to join either side or play a game of rock paper scissors.</p>	<p>If a team member cannot comply with the majority vote and will continue working on their vote behind our backs, we will take it up with the teacher.</p>
<b>PARTICIPATION</b> <ul style="list-style-type: none"> <li>• How will we ensure everyone's participation?</li> <li>• Will we have an attendance policy?</li> <li>• How to deal with missing members?</li> </ul>	<p>We separate tasks among each other with a vote or volunteer. After a set amount of time, we will discuss what you have done. We will have an attendance policy if you cannot show up to school, then they will message you on WhatsApp and discuss what they have done and what they will do</p>	<p>We will try to get in contact with the missing member and discuss their recent actions and if we cannot do it, we will then discuss it with the teacher.</p>
<b>EXPECTATIONS</b> <ul style="list-style-type: none"> <li>• What behavior should be expected from leaders?</li> <li>• Are there any requirements for participation?</li> <li>• What is the phone policy for these meetings?</li> <li>• Should an agenda be posted the day before a meeting?</li> </ul>	<p>Leaders should be professional and cordial. There will be requirements, mainly just the tasks we share. As stated before, if a team member cannot arrive, they should contact the group chat on WhatsApp. There's no agenda, just an agreed time to meet. We also expect people to respect the deadline</p>	<p>If a team member constantly misses deadlines, we will discuss it. If they are still unwilling to work and be on time, we will discuss it with the teachers.</p>
<b>FEEDBACK</b> <ul style="list-style-type: none"> <li>• How do we give each other feedback?</li> <li>• When do we give each other feedback?</li> </ul>	<p>By encouraging the bits that went well, discussing what could go better, why, and how we can change it. We will give each other feedback at every upcoming meeting, or whenever we ask on WhatsApp for feedback.</p>	<p>If a team member is not going to ask for feedback, we will discuss and ask to show work, if they do not comply we will discuss it with the teacher.</p>
<b>ROLES</b> <ul style="list-style-type: none"> <li>• How do we divide tasks and roles?</li> <li>• Do we change the roles and tasks?</li> </ul>	<p>We agreed on dividing tasks based on the specialty of the team member or if a team member wants to do the task. As for roles we discussed our strengths and weaknesses and divided them accordingly. If a team member struggles with a certain task, they can take it up with the group and we will go into discussion and decide the team member's new task.</p>	<p>If the team member does not do a task or discuss with the group about their struggles with said task, we will discuss it with them, and if the issue persists we will take it up with the teacher.</p>

### SAMPLE AGREEMENTS

- Meet only when there is a meaningful agenda.
- Start and end on time.
- Plan the retrospectives and/or stand-ups
- Allow everyone to contribute an agenda item.
- Post the agenda before the meeting.
- Avoid interrupting others when they are speaking.
- Have regular breaks.
- Have a different facilitator and recorder for each meeting.
- Differentiate between brainstorming and discussion.
- Address only groupwork related issues.
- Express disagreement with ideas, not individuals.

- Maintain confidentiality about disagreements expressed during the meeting.
- Reach decisions by consensus.
- Listen respectfully to all ideas.
- Conduct group business in front of the group.
- Conduct personal business outside of the meeting.
- Silence all cell phones during meetings.
- Avoid checking or sending text messages or e-mail messages during meetings.
- Avoid personal grooming (brushing hair, applying makeup, cleaning fingernails) during meetings