Team Policy Agreement

[Note: This document can be edited by your group – add or delete items, then fill it in at your first group meeting.]

Group projects are most successful when everyone does their part to fulfill their responsibilities to the team and looks out for each other. To do this, you need to talk about expectations and establish some ground rules.

Before you do this, assign one person to be the Includer. Her job is to make sure everyone has a chance to state their opinion. Assign a different person to be the Notetaker. His job is to type up your decisions after everyone has agreed.

**Group meetings** - TIP: Remember that face to face meetings are important for group cohesion.

1. How often shall we meet?
2. How will go about scheduling meetings?
3. How will we compromise if our schedules don’t match up?
4. Where will we meet?
5. How important is coming on time?
6. How important is coming prepared (i.e., everything done in advance, ready to get to work)?
7. How important is it to catch up socially for a few minutes before starting to work?

**Meeting facilitation** - TIP: Some people might be naturals, but think about rotating so others can develop facilitation skills.
1. Should we set an agenda for each meeting?
2. Should we end each meeting with assigned action items to be done before the next meeting?
3. Should we use roles during meetings? Timekeeper to make sure we get through the agenda; Notetaker to write up action items; Includer to make sure everyone participates; Facilitator to set the agenda and keep the meeting moving.
4. If we use roles, how often should we rotate them?

**Decision-making** - TIP: You’ll want to create a situation where everyone’s opinion is heard regardless of how you end up finalizing your decisions.

1. How shall we make decisions? Vote and majority rules? All must agree, so compromise? Dictator?
2. How does each of us typically handle disagreement or conflict? (Avoid, fight for my way, compromise, give in, try to persuade, etc.)

**Checking in** - TIP: It’s a good idea to monitor your progress on the project as well as how you’re doing as a team. Even if your professor doesn’t require a team assessment, you can still decide to use one.

1. How will we keep track of whether we’re sticking to our timeline to get the project done? For example, will just one person -- or everyone -- keep track of this?
2. How will we make sure we are holding to our responsibilities in the team? For example, choose from the short assessments [here](#) or just end each meeting with an informal, “How are we doing as a team?”