Group/Team Agreement
Statement of Shared Understanding

Philosophy: *What are some core principles and norms that your group will operate by? How will you ensure all group members feel able to give their ideas, opinions and feedback?*

Communication: *What is the preferred method of communication? How often are team members expected to reply? Where will you post/share/edit your work?*

Meetings*: When, where are how often will the group meet? How will you set the agenda for each meeting? How will the discussion and decisions be recorded? What administrative roles will be assigned for each meeting? (lead, notetaker, etc) Will those roles rotate?*

Planning: *How will specific roles or tasks be agreed upon and delegated? How will deadlines be set? How will milestones be followed-up on?*

Decision-making and conflict resolution: *How are decisions taken? By majority vote? Consensus? Who decides if, for example, a section of paper needs to be rewritten? How will conflicts be handled? At what point would you get the unit coordinator involved if there is a conflict?*

We share these goals and expectations, and agree to complete our project within this shared understanding.

Signed   Date: