TEAMWORK First-Aid Kit

TEAM AGREEMENT

WHAT KIND OF TEAM DO WE WANT TO BE?

1 COMMUNICATION & INTERACTION

What practices support open and effective interaction?

- *What channels do you use for internal and external communication within the team?*
- *What online platform do you use for shared remote work within the team?*
- *When do you meet outside the weekly supervisions?*
  (For example, weekly meetings at a regular time)
- *How do you ensure that everyone stays up to date on issues related to the project? (For example, in situations where someone cannot attend a meeting)*
- *How and by when do you inform the team about any possible deviating chedules that may affect your participation?*
  (E.g., busy periods due to other courses / work tasks)

2 SHARED GOALS & DECISION MAKING

What work methods support the smooth progress of the project?

- *What is your team's and its members' main goal for the course?*
- *How do you document and track common and individual goals and tasks?*
- *How do you ensure fair distribution of work?*
- *How do you ensure productive meetings?*
 *(E.g. facilitator selection, meeting agenda, decision-making, note-taking)*

3 TEAM SPIRIT & PARTICIPATION

What practices support an open atmosphere and equal participation?

- *How do you strive to support an open atmosphere in the team's work?*
  (E.g. keeping cameras on during online-meetings, exchanging updates at the beginning of meetings)
- *How do you ensure that everyone's expertise is utilized in the project?*
- *How do you ensure that different perspectives are heard and considered?*
- *Possible other practices supporting teamwork: What else would you like to potentially agree on with your team?*
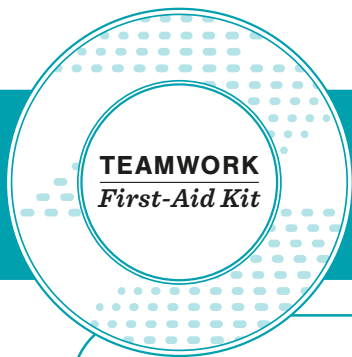
TEAM AGREEMENT - *fill in!*

1
COMMUNICATION & INTERACTION

Observations & updates:

2
SHARED GOALS & DECISION MAKING

Observations & updates:

3
TEAM SPIRIT & PARTICIPATION

Observations & updates: