**MBA 610**

**TEAM AGREEMENT**

***[Team Name]***

*[Date of Plan/Revision/initials of editor]*

**A. Team Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Member names (underline preferred) | Telephone numbers | Email contacts | Guidelines for contact (including preferred days, emergency information, etc.) |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**B. Mission Statement**

This should be a statement of the team's purpose.

**C. Vision Statement**

This should be an inspirational statement that captures the team's aspirations.

**D. Shared Values**

For example, honesty, mutual respect, etc. Please offer rationale and a working definition for each team value.

**E. CliftonStrengths Team Grid Group Profile**

One team member will download the team member grid from the My Reports section of the CliftonStrengths website (see CliftonStrengths Discussion for instructions). The team will then complete the team member grid. List three ways that the grid is helpful in structuring the work that needs to be accomplished in Project 4.

**F. Desirable Team Behaviors and Consequences for Noncompliance**

E.g., punctuality, effective "listening," no harmful "group think," systematic documentation of important team communications and decisions, etc. Please explain what you mean by each desired behavior and why you believe it to be important for effective teamwork.

**G. Summary of Each Individual Member’s Self-Assessed Major Contribution Focus**

|  |  |  |
| --- | --- | --- |
| Member | Individual areas of strength (e.g., good writer, editor, researcher, organizer, communicator, technology-adept, etc.) | Growth areas for teamwork (e.g., limited team experience, tend to "take charge and want to be in control," writing weakness, inexperienced editor, etc.) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Note: Honest self-assessment is important. You will want to use this information to help you distribute the work in a way that leverages your individual and team advantages.)

**H. Team Conflict Management Plan**

Explain what you will do when conflicts arise, as they inevitably do, especially during the storming stage of team development. Include the circumstances that would lead you to ask for faculty intervention and the method to be employed should this be necessary. Note that intervention by a third party, either in the form of mediation or arbitration, poses potential risks to team bonding. If an intervention becomes necessary, faculty will rely only on materials posted in the team's discussion area. Faculty reserve the right to assign individual grades if there is evidence of inadequate performance on the part of one or more members.

**I. Statement of Team Decision Protocol**

Outline how your team will go about making decisions both on a regular basis and in emergency situations.

**J.** **Encouragement of Teamwork**

Explain the strategy your team will use to encourage full participation and with it, prevent the common problem of "free ridership." This classic team problem can adversely affect the quality of the work you produce and can lead to poor working relationships. Your strategy should include how the team will deal with poor or weak commitment.

Please note that faculty may occasionally have to act when there is evidence that a member is not contributing a fair share to the work of the team. This includes submitting work to the team that is clearly not aligned with the team's stated and expected standards.

**K. Team Self-Assessment Approach and Methodology**

An important factor in individual, team, and organizational success is the ability to self-assess, reflect, learn, and continuously improve. How will your team assess its performance against established goals and mileposts and make any adjustments needed to achieve optimal performance?