What they ARE:
Working agreements are a pro-active way to develop team guidelines for a particular project. Working agreements should consist of about 4 to 6 guidelines that will act as a “contract” for how team members are going to act, the work they will produce, and/or the climate they will create.

What they MUST be:
The most important rule you have to follow when making your agreement is this: each member of the team MUST agree to the guideline. For example—if your team members want to add the guideline “everyone must be on time for meetings” and you know that you cannot uphold this commitment—do not say that you will. Instead, ask your team members if you can be flexible about meeting times.

Another rule you have to follow when making your agreement is this: you must precisely specify a process for dealing with team members who fail to follow the guidelines. The process you choose must be practical, exact, and fair. You must specify exactly how a violation is determined and what the consequences of a violation will be.

Everyone must affix their signature to the final agreements that are turned in.

What they SHOULD be:
Working agreements should be a balance between task and process activities (i.e. doing and conceptualizing). They should also be attainable, related to the particular project, and flexible enough to accommodate crisis or everyday life situations.

Your team will list what your working agreement guidelines will be for this project. Your team will be expected to follow these guidelines in order to create a successful team experience (socially and professionally) and to create an exemplary final product.

You will turn the agreement sheet in—therefore, one person in the group should also keep a record of your guidelines and e-mail them to the rest of your team.

Team Agreement Grading Criteria
1) Clarity of agreement items
2) Adequacy of agreement items
3) Completeness, (all members signed on)