



Remote Team Agreement INSTRUCTIONS

Team agreements work for teams of any number. Note, though, that team agreement discussions conducted online work best with a maximum of twelve participants. Also, it's ideal if the team is already comfortable using tools such as video conferencing and chat.

The process for creating a team agreement falls into a series of phases:

1. Consider what your needs are based on your team and situation.
2. Research what options there are to best suit your needs.
3. Finalize (or create afresh) the Team Agreement (TA) template that you will present to your team, including some specific options based on your research.
4. Distribute the template, requesting that team members review it and prepare to discuss their preferences.
5. Meet to discuss and finalize the agreement.

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To follow are some prompts to get you started thinking about what your needs are. You'll find the remaining prompts in the template itself. (Note that a digital version of the template is available at <https://www.collaborationssuperpowers.com/extras>.)

- Do you need to share your calendar or schedule with your team? If yes, consider which online calendars would serve your purposes; or, note that many task management apps include calendars within their functionality.
- Do you need to track productivity?
- Do you have security protocols in place?
- Do you need a secure connection when accessing any of your networks?
- Is there anything preventing your access to needed information?
- Does the team need access to an intranet, online file system, or database in order to complete their work? If yes, consider what kind of access, permissions, and security protocols they'll need to connect to the system.
- Are there any on the team who need support working with tools or technology? If so, consider your training options and/or if this factor should influence which tools you suggest.