Remote Team Agreement TEMPLATE

Notes to the team leader are indicated in bold. Feel free to delete these once they’ve served their purpose.

For established teams, rephrase any “shall we” questions along the lines of: “Do you have any problems with [established tool/practice/system]?”

INFORMATION

- What kinds of information do you need to share?
- What kinds of information do you expect to be shared with you?
- Shall we try out a communal task board such as [insert some options here]? Or any others?
- Do you have preferences re: tools for sharing how you can be reached—such as [insert some options here]?
- Do you have preferences re: tools for knowing what everyone is working on—such as [insert some options here]?
- Do you have preferences re: standup/retrospective software—such as [insert some options here]?
- Do you have any preferences re: time tracking tools such as [insert some options here]? Or any others?
COMMUNICATION

- In the following chart, please note:
  
  * the mediums you prefer to use for work purposes (add an “X” or note particular kinds of work);
  
  * your preferred response times for each medium; and
  
  * the mediums you prefer to use for social purposes.

<table>
<thead>
<tr>
<th>MEDIUM</th>
<th>PREFER FOR WORK PURPOSES</th>
<th>PREFERRED RESPONSE TIME</th>
<th>PREFER FOR SOCIAL PURPOSES</th>
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<tbody>
<tr>
<td>Email</td>
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<td>Group chat</td>
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<td>Virtual office</td>
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</table>
COMMUNICATION, CONT.

- Do you have preferences re: group chat tools—such as [insert some options here]?
- Do you have preferences re: video conferencing tools—such as [insert some options here]?
- Do you have preferences re: Virtual Office tools—such as [insert some options here]?
- Shall we have an established forum for sharing and discussing ideas—such as [insert some options here]? Or just bring up ideas in our regular meetings?
- We'll want to have an established forum for expressing appreciation of each other. Some possibilities are Merit Money or Bonusly, and YouEarnedit. Would you like to try out any of those—or do you have other suggestions?
- We'll also want to have an established forum for offering constructive feedback—such as with [insert some options here, perhaps including Feedback Wrap or a Virtual Pillow Fight]. Would you like to try out any of those—or do you have other suggestions?

COLLABORATION

- [If your time spans more than one time zone] Which time zone should we use when scheduling activities?
- Should we set (some) core hours for collaboration purposes?
- Some tools that facilitate online collaboration include [insert some options here]. Would you like to use any of those—or do you have other suggestions?