|  |  |
| --- | --- |
| **TEAM AGREEMENT** | **Team No:** |
| Team members (full name) | Contact details: telephone and email |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| INFORMAL COMMUNICATION*We have decided:* |
| MEETINGS*We have decided:* |
| MAKING DECISIONS*We have agreed:* |
| SANCTIONS*We have agreed:* |
| SIGNEDDate: |

Taken from: Gallagher, K., (2013) **Skills development for business and management students, 2nd Ed.** Oxford: OUP (Chapter 11, teamwork skills).