|  |  |  |
| --- | --- | --- |
| **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:* | | |
| SIGNED  Date: | | |

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