

Example Team Agreement

	Working together, together	Working alone, together
Co-located	<ul style="list-style-type: none"> Attend “all in” monthly/quarterly events in-person to focus on collaboration, alignment, planning, building capability and having fun together (at least one day per month and location rotated between offices) Build confidence and trust with others by prioritising key in-person meetings or events Value the commute time - when planning an in-person meeting be clear on the purpose, include online option (to ensure inclusion) and consider start/finish time 	<ul style="list-style-type: none"> If planning to work from an office, make it visible in everyone’s calendar ahead of time, so others are aware and might be inspired to join you Show support to peers (especially newer team members) by co-ordinating time to co-locate When working from the office, create space for in-person catch ups, lunch with peers, meeting new colleagues and expanding your network
	Working together, apart	Working apart, apart
Distributed	<ul style="list-style-type: none"> Walking meetings, Stand Up meetings, Work in progress meetings etc Respect other people’s time – consider 15/20/40min agendas Continue to hone our digital skills Review current regular meetings for purpose and outcomes 	<ul style="list-style-type: none"> Create space for focus work by experimenting with meeting free zones or an hour of power time each day – it’s okay to block out time
	Synchronous work	Asynchronous work

