



TEAM FORMAT

Team name:

Decision making:

In what way do we as a team take decisions? Based on consensus, expertise, votes in the team?

Time management:

When are the team members expected to be available? Do we work daytime, evenings, weekends?

Is it acceptable to be late for a team activity? How late?

What is acceptable absence? Is it acceptable that one team member is absent 20 percent of all the meetings?

Communication and conduct:

How do we communicate online and offline?

In what manner do we communicate with each other? What is appropriate and what is not? Is there some language that should be avoided? Is phone calls, texting, browsing allowed during our meetings?

Team Values:

What values are important in our team?