

Team Vision and Commitments

Developed by Molly and Diane based on Team Equity Charter ideas by Elisabeth (Lisa) Stoddard and Geoffrey Pfeifer at Worcester Polytechnic Institute

Effective teamwork is predicated on a shared vision for success, individual responsibility, and shared commitments and accountability to the team and to the project. To that end, we ask you to develop a **Team Vision and Commitments** document.

Your team should discuss and craft your agreed upon commitments in the following categories. Goals and commitments can be presented as bulleted phrases or as prose; regardless, please include the following categories as sub-headings in your document.

Personal Goals: these are goals that each team member has for themselves, and that they are committing to working on over the course of the project; these goals may reflect areas that the team member has felt they could improve on in previous team experiences. Please list at least 1-3 personal goals for each team member.

Examples: Ryan: avoid procrastination and work efficiently by staying focused and avoiding tangents; Rebekah: make sure not to take on too much at once and then fumble at the last minute; be realistic with timing

Commitments for Civility and Communication: these are commitments (as many as you see fit) related to promoting a respectful and productive team dynamic for all team members that the full team has agreed upon and that all team members are dedicating to meeting – and to being held accountable for.

Examples: we commit to communicate with the team about any meetings that any of us will miss; we commit to be aware of any individuals dominating the conversation; all team members ideas will be heard and considered equally; we will remain present and focused during meetings by putting our phones away while working

Other Shared Commitments: these are commitments (as many as you see fit) – related to things other than civility and communication -- that the full team has agreed upon and that all team members are dedicating to meeting – and to being held accountable for.

Examples: All team members commit to proofreading each other's work and being comfortable accepting and giving constructive and respectfully communicated suggestions; all members commit to following through with tasks they agree to on the schedule agreed to as a group

Challenges to Put on the Table: these are challenges or constraints that are generally unavoidable that you'd like to put on the table from the get-go, so as to minimize any negative surprises later in the semester.

Examples: Rebekah has work study in the afternoon on W and F; Ryan is gone most weekends for lacrosse beginning in March; Molly is taking 5 classes, so weekdays are busy, but weekends are flexible.

Conflict Resolution: these are rules for how disagreements or tensions will be handled within the group.

Examples: team members should be comfortable expressing any conflicts/opinions/ideas with the group; a vote with simple majority will decide any issues; team members should speak directly to the person with whom they have a conflict or to the instructor.

Missed Deadlines or Unacceptable Work: these are rules for how missed deadlines or work that does not meet the standards of the group will be handled

Examples: if a team member misses a deadline for a task/document/assignment they agreed to undertake, they are responsible for telling the professor why they missed the deadline and buying the team apology cookies. If a team member turns in sloppy or otherwise unacceptable work, other team members who notice should speak with that team member directly rather than with each other; if there are team concerns that cannot be addressed by the group, they will talk with an instructor about how to proceed.