Developing a Team Working Agreement

Suggested Points of Agreement

* Core working hours when members are expected to be online or in the office
* How to communicate vacation or sick days
* When and where regular team meetings take place
* Who should attend which meetings
* Expected behavior during those meetings
* Expected behavior during the rest of the day
* Which software products are used to track work and to communicate
* How and when to use those software products
* Who plays which role on the team
* What days the team eats lunch together