# Create a Remote Team Working Agreement Meeting Agenda

## Goal

Avoid miscommunications and outline acceptable behaviors for how your team wants to work together.

## Duration

55 minutes

## Agenda

*This version of the agenda is designed for use with an online sticky note application. The template built into Lucid Meetings is organized a bit differently, and does not require a separate sticky-note tool.*

### 1.0 Welcome

Whether you’re starting with a fresh team on a new project, or whether you’ve been working together for a long time, creating a team agreement can help form the glue that binds your team together.

A team agreement is a living document that sets expectations and captures agreements about how a remote team will work together. Start by thinking about these questions:

* 1. What kinds of information do you need to share? Is there a centralized task system? A shared calendar? Do you need access to a database? An intranet?
  2. How will you communicate with each other? What are your expected response times? Do you need to set core hours?
  3. How will you know what tasks are being worked on?

### 2.0 Gather and Categorize Answers

Use an online sticky note tool to post your responses to the questions. Once everyone’s answers are on the board, categorize the answers so that similar answers are together.

### 3.0 Discuss answers

Walk through each of the answers and discuss as a team which guidelines to put in place for yourselves.

### 4.0 Document decisions

Document your decisions using any tool that can be easily accessed by the entire team (a Word document, Google document, wiki, etc).

## Resources

### Blog Posts

Create a team agreement to avoid misunderstandings on your remote team  
*By Lisette Sutherland*  
<http://blog.lucidmeetings.com/blog/create-a-team-agreement-to-avoid-misunderstandings-on-your-remote-team>

### Lucid Template and Facilitator’s Guide

Online meeting template with full 9-page Facilitator’s Guide *(Lucid Meetings account required)*<https://meet.lucidmeetings.com/meeting_template/3135>