

Example of a Team's Communication Agreements

- Email is used for communicating logistical information, sharing resources, and providing reminders. It is not used for airing grievances, talking about students or colleagues, or dealing with conflict of any kind. Those issues are to be raised in person either with the team or with a specific individual.
- We will respond to each others' emails as soon as possible and within 48 week day hours of receiving the email.
- We agree to check our work email on a daily basis.
- Emails and text messages should be brief and to the point—otherwise the content probably merits a conversation or team discussion.
- We will use Google Drive for our shared documents and will check with each other before giving anyone else access to our files.
- Notes from our team meetings will be edited and posted on Google Drive within 24 hours of the end of our meeting.
- When one of us communicates with our administrators about our team's work, we'll copy the whole team on the email or report back on the communication if it was in person at our next team meeting.
- We will not call or text each other after 8:00 p.m. on weekdays or before 7:00 a.m. or on the weekends unless it's an emergency; we respect each other's time with family.

