

Team Agreement: Four-Quarter Method

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

Team at its best and worst; project at its best and worst; mission, rules, and accountability

DUE: September 16, 2026, at the start of class		COURSE WEIGHT: Supports the 20% Work Plan review
Start here: Complete the four quarters together before assigning rules. Describe observable behavior and conditions, not personality labels. Use the patterns you identify to write the mission and operating rules.		
Team / project		
Community / client		
Date completed		
Team members		

TEAM AT ITS BEST

What do we see, hear, and experience when we work well? What makes that possible?

- _____
- _____
- _____
- _____

TEAM AT ITS WORST

What patterns would make the team ineffective, unfair, or hard to trust? What are the warning signs?

- _____
- _____
- _____
- _____

PROJECT AT ITS BEST

What would make the work accurate, useful, creative, implementable, and valuable to the client?

- _____
- _____
- _____
- _____

PROJECT AT ITS WORST

What would make the work inaccurate, unusable, overpromised, inaccessible, or harmful to the client relationship?

- _____
- _____
- _____
- _____

Team mission statement

Complete one clear sentence: We will use our combined strengths to deliver _____ for _____ by _____ while protecting _____.

Final mission statement

Operating rules

Topic	Our rule	What happens when the rule is not met
Meetings and response time		
Deadlines and early warning		
Decisions		
Conflict		
Quality review		
File naming and version control		
Sources and verification		
Client communication		
Public sharing and confidentiality		
AI use and disclosure		
Credit and contribution records		

Roles and responsibility

Member	Primary responsibility	Secondary responsibility	Skill to develop	Backup / handoff
Decision rule: How will the team decide when agreement is incomplete?				
Conflict process: What will happen first, second, and when will the instructor be involved?				

Agreement

By signing, each member agrees to follow this process, communicate early, maintain source and contribution records, and help the team repair problems before they become client problems.

Printed name	Signature	Date

Printed name	Signature	Date