# David and Cindy’s Team Agreement

**Course:** ISW-Online/SCOPE BC Campus

**Contact Information:** Mini-Session Facilitators (Week 4):

* Cindy Page

cpage@nlc.bc.ca

250-585-0585 (office)

250-739-3822 (cell – next Thursday to Sunday but email is still the best way as I check that often)

* David Batterham

dbatterham@nlc.bc.ca

250 785 6981 ext 2110 (W)

250 787 0089 (H)

**Team Member Skill Inventory:**

Cindy’s Strengths:

* responds quickly to email or phone messages
* reflective
* communicates with empathy
* embraces online learning
* flexible
* risk-taker
* enjoys teamwork

David’s Strengths

* deep interest in distance teaching and learning
* willingness to try new processes and ideas
* strong team player
* broad knowledge of DE principles and methods, comfortable with education technologies
* willing to ask questions
* like to share leadership and want to do my share.
* respond quickly to communication
* very flexible.

**Learning Team Goals:**

* Facilitate discussion/collaboration/learning for Week 4’s Case Study: A Team in Trouble as per the learning outcomes/strategies
* Develop specific tasks that align with the above
* Create a rich experience for the Week 4 participants where they engage on a number of levels: the problem (Group in Trouble) and its solution, the literature, the processes of resolving conflict, especially in an online context, extrapolating and generalizing, and engaging in each other’s stories.
* Identify the process of constructing the Week 4 facilitation and to share the work.

**Ground Rules:**

* We will feel most comfortable if we:
	+ agree that as a guiding principle, we trust each other.
	+ share any time constraints or anything else we feel will get in the way of the tasks ahead. If circumstances change due to an unforeseen situation, we agree to re-negotiate meetings or timelines to an agreeable time.
		- I know you have bargaining and I shared earlier that next week from Thursday to Saturday I have the conference and then will be in Whistler with my family Sat/Sun. However, I agree to check in twice daily on Monday – Wednesday on the ISW-O and daily from Thursday to Sunday.
	+ know when it is okay to contact each other (and how)
		- See contact info above
	+ develop an outline so we have a clear and shared understanding of how the week will progress
		- You have already developed an outline, I have revised and I think we are getting much closer to a shared understanding.
	+ share the work and facilitation
		- I can already see this happening

**Conflict Management:**

* We agree to share feedback openly and honestly with each other. For example, if one of us becomes concerned about how much work the other is doing, or if one of us disagrees with a point or contribution made, we will feel comfortable having a conversation with each other.
* In the event of a potential concern, we will review the points we agree to in this agreement in order to make sure we are each doing what we said we would
* If the agreement is not working, we can review and suggest revisions – reminding ourselves of the purpose of working together as a team
* If at any point one of us becomes concerned about how the work is getting done, we agree to discuss any concerns over the phone rather than through email - and before looping in an instructor, make attempts to clarify or resolve any issues with each other first.
* To listen carefully and respectfully to each other.
* To recognize that the wisdom of the group is greater than that of each member.
* To check on the progress of the plan every Wed and Saturday at minimum.