TEMPLATE 16

Team Operating Agreement

> **PURPOSE:** *Define how your team works together, including norms, decisions, and communication, so expectations are explicit, not assumed.*

Team: *Team name*	**Created:** *MM/DD/YYYY*	**Last reviewed:** *MM/DD/YYYY*

OUR PURPOSE

Why this team exists and what we deliver.

OUR PURPOSE — NOTES

HOW WE COMMUNICATE

Primary channels, response-time expectations, and meeting cadence.

HOW WE COMMUNICATE — NOTES

HOW WE MAKE DECISIONS

Who decides what, when we seek input, and how we disagree and commit.

HOW WE MAKE DECISIONS — NOTES

HOW WE WORK

Core hours, availability and focus time, documentation, and handoffs.

HOW WE WORK — NOTES

OUR NORMS

We agree to...	What it looks like in practice

HANDLING CONFLICT

How we raise and resolve disagreements directly and respectfully.

HANDLING CONFLICT — NOTES

REVIEW

We'll revisit this agreement every	*e.g. quarter*
Agreed to by the team on	*MM/DD/YYYY*

> **Pro Tip:** An operating agreement only works if the team writes it together. Don't hand it down; facilitate it, and let them own it.