Team working agreement template

One page the whole team writes and signs off on. Use numbers instead of adjectives, and count response times in the recipient's working hours.

Team working agreement: [team name]

Last reviewed: [date] · Next review: [date]

HOURS AND TIME ZONES

- Overlap hours: [time to time, time zone]. Live calls happen only in this window.
- Everyone keeps their working hours in [profile, calendar or team page].

CHANNELS

- Urgent, needs action today: [channel]
- Work questions: [channel or task comments]
- Updates and FYIs: [channel]

RESPONSE TIMES, IN THE RECIPIENT'S WORKING HOURS

- Urgent: within [time]
- Work questions: within [one working day]
- FYIs: no reply needed

MEETINGS

- We meet live only for [kinds of meeting]. Everything else starts as a written post.
- Every meeting has an agenda [time] ahead and notes posted after.

DECISIONS

- [Who] decides and logs it in [where]. Disagree in writing within [time].

WHEN YOU'RE STUCK

- Mark the task stuck after [time] blocked, and say what you're waiting on.

FOCUS TIME

- [Hours or days] are for focus. Only urgent messages interrupt.

CHANGING THIS AGREEMENT

- Propose changes in [channel]. We review it every [quarter].