

Team communication agreement template

Agree where discussions, documents, decisions and actions belong. Use a fictional small team or an authorised working context.

Agree the working routes

Team purpose and participants

Routine question route

Document review location and owner

Decision record location and owner

Action tracking location and owner

Meeting preparation and access needs

Set expectations and review

Response expectations and working hours

Urgent issue and support route

Information handling rules to follow

How new team members find the agreement

Trial result and change needed

Agreement owner and next review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.