Remote Team Collaboration Agreement

| Team Name | |
|--------------------------------|---|
| | |
| Date | |
| | |
| Team Members | |
| | _ |
| | |
| | |
| | _ |
| 1. Purpose | |
| | _ |
| | |
| | _ |
| 2 Communication | |
| 2. Communication | |
| Primary Communication Channels | |
| | |
| Response Time Expectations | |
| | |
| | _ |
| | |
| 3. Meeting Guidelines | |
| Frequency | |
| | |
| DietformaTaala | _ |
| Platform/Tools | _ |
| | |

4. Roles & Responsibilities

| 5. Working Hours & Availability | |
|---------------------------------|--|
| Core Hours | |
| | |
| Time Zone Considerations | |
| | |
| | |
| 6. Collaboration Tools | |
| o. Collaboration 100is | |
| | |
| | |
| | |
| 7. Conflict Resolution | |
| | |
| | |
| | |
| 8. Review & Amendments | |
| | |
| | |
| | |
| Signatures | |
| Member Name & Signature | |
| | |
| | |