

# Team Operating Agreement + Meeting Rhythm

A one-page template to build clarity, cadence, and accountability.

## Team Operating Agreement (complete together)

- How we communicate: preferred channels, response times, and what counts as urgent.
- How we make decisions: who owns what, how input is gathered, and what 'done' looks like.
- How we run meetings: start/end on time, agenda owner, prep expectations, and action-item tracking.
- How we handle tension: address issues directly, assume positive intent, and use clear language.

*When the agreement is clear, the culture gets lighter.*

## Meeting Rhythm (example cadence - customize)

- Weekly 20-min Stand-Up: priorities, blockers, quick decisions.
- Biweekly Planning: align work, capacity, and deadlines.
- Monthly Retro: what's working, what's not, what we're changing.
- Quarterly Reset: revisit goals, measures, and team agreements.

*Rhythm reduces reactivity and protects capacity.*

## Action Tracker (keep it simple)

- Decision / Action
- Owner
- Due Date
- Status (Not started / In progress / Done)

*If it's not tracked, it's not real.*