



# TEAM WORKING AGREEMENT

## TEAM MULLET'S

### Communications & Behavioral Expectations

- Standard team availability: 9am-3pm
- Daily Team Standup: 9am (15 min)
- Wednesday Status: 9am (30 min)

### Tools

- Slack
- Zoom
- Hangouts
- Trello
- Drive

### Individual Preferences

**Jane Mullet** | Collaboration Hours: 9am - 3pm  
I prefer morning meetings which leave me to focus on project work afternoons. The best way to reach me is Slack or by text at 612-123-4567. I live by my Google Cal.

**Mike Mullet** | Collaboration Hours: 9am - 1pm  
I like to confirm my calendar at the daily stand-up. Reach me on Slack or email. I try to get out for a walk daily around lunchtime.

**Jane Mullet** | Collaboration Hours: 9am - 3pm  
I prefer morning meetings which leave me to focus on project work afternoons. The best way to reach me is Slack or by text at 612-123-4567. I live by my Google Cal.

**Mary Mullet** | Collaboration Hours: 11-2pm  
The best time to reach me is midday. Text or Slack. See you all every day at 9am.

**Jane Mullet** | Collaboration Hours: 9am - 3pm  
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