**Agreement**

Please, adapt this document to your own individual needs.

1. Create a title for the project  
   Title of our „Project“ to improve collaboration:
2. What we would like to achieve with our project to improve collaboration  
   Our goals:
3. Structure of our project to improve collaboration  
   Targeted beginning and end dates:  
     
   Who participates:  
     
   When and how often do we meet:  
     
   Who organizes, covers expenses, and prepares:

Who moderates:  
  
Who decides/writes the processes and protocols and who takes notes:  
  
How and where do we make the materials accessible to everyone:  
  
Do we need a “project leader”, who is specifically responsible for moving this project forward? If yes, who?

1. Participants and Confidentiality  
     
   Who do we involve:  
     
   Who do we not involve:

Who shares information about this process with whom? Do we need confidentiality about the process?  
  
What else do we agree on:

1. Other  
     
   In order to achieve good results, we must pay attention to:

I agree to participate in the „Project to improve our collaboration“ and all the points in this form. I will adhere to this form, support the project, and share any resulting consequences.   
  
Signatures of all involved: