**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: