Group Agreements T-chart Protocol

Setup:

You'll need:

- a paper for each participant with a t-chart (either drawn or printed)
- pens or pencils
- a big piece of paper to tape on the wall

HOW IT WORKS:

1. Give participants some context around the activity:
   - Since we'll be meeting regularly to work on this project together, it's important that we have set expectations of how to treat each other. We want everyone to feel a balance of comfort and empowerment in this space. Today, we'll talk about how we want to accomplish that as a group. The list we make today will be posted every time we meet and dictate how we work together from now on.
2. Instruct the team to list values they believe are important for working with a group on the **left side** of the t-chart. Examples might include respecting one another, being kind, engaging, or anything else. Let them work on this individually for about 2 minutes.
3. Once done, instruct everyone to fill in the **right side** of the t-chart with actions that align with each value they wrote down. For example, if someone wrote down "respect," how do they expect this group to respect each other? Maybe it's by giving everyone space to speak or showing up to meetings and events on time? You can write multiple actions for each value. Give them 2 minutes to work on this individually.
4. Next, ask everyone to pair up with someone. Have them compare what they wrote on the right side of the t-chart, the actions. Do they have any similar ones? Make a combined list by crossing off duplicate actions and combining ones that might fit together. Give each pair a couple of minutes to do this.
5. Once everyone is done discussing, have each group report out one action at a time. While they speak, someone should record what's said on a big piece of paper that everyone can see. Instruct groups to cross off an action on their list if another group says it first, so that there are as little repeats as possible.
6. By the end of sharing out, you'll have a full list of group agreements. Ask the group if anything is missing, then discuss and add as needed. Once the group fully agrees to the list, you have your group agreements!
7. To close this activity, take some time as a group to answer the question — how do we hold each other accountable to these agreements?