



## Agreement on objectives

Time period \_\_\_\_\_ Team member \_\_\_\_\_ Team leader \_\_\_\_\_

Topic / project	Objective <sup>1</sup> : Describe the expected result here. (Document timelines and milestones for projects and detailed proposals for plans of action separately.)	Implemented by:	Result:
1.			
2.			
3.			
4.			
5.			
Date of agreement:		Signed by team member:	
Signed by team leader:			

<sup>1</sup>When setting objectives, please note:

**Examples of objectives:** "Within the project XY, team member NN is responsible for distributing software Z." Also, objectives do not need to be new and different from those in the last time period.

And they do not need to be "Olympic," as in faster, higher, stronger; if a team member is performing their necessary role at a high standard, it is challenging enough to maintain this standard:

"Team member NN will perform their service in X, Y, and Z at the same level of quality as last year." Should it be necessary for a team member to alter their attitude, you should describe the desired

change: "Team member NN will be respectful of the team leader, team members, students, and clients as their role and responsibility requires."