

# Project Expectations for Team Collaboration

Dear Team,

As we embark on our new project, I would like to outline our expectations for collaboration and teamwork. It is crucial that we all align our goals and work harmoniously to achieve project success.

## Communication

Open and transparent communication is essential. Please ensure that you:

- Check emails daily.
- Respond to messages promptly.
- Share updates during our weekly meetings.

## Collaboration Tools

We will utilize the following tools for our collaboration:

- Slack for instant messaging.
- Trello for task management.
- Google Drive for document sharing.

## Respect and Inclusion

Each team member's input is valuable. Please foster an inclusive environment by:

- Respecting differing opinions.
- Encouraging quieter members to share their thoughts.

## Accountability

We are all responsible for our contributions and deadlines. Please make sure to:

- Deliver your tasks on time.
- Inform the team in advance if you encounter any barriers.

Let's work together to make this project a success. Thank you for your commitment!

Best regards,  
[Your Name]  
[Your Position]