OUR TEAM'S AI WORKING AGREEMENT

Team Name:

Date:

Roles: Who Does What?
Human Responsibilities:

☐ Make final decisions
☐ Apply context & judgment
☐ Handle exceptions
☐ Validate all outputs
☐ _____
☐ _____

Roles: Who Does What?
AI Responsibilities:

☐ Generate options/drafts
☐ Flag potential issues
☐ Automate repetitive tasks
☐ Analyze patterns in data
☐ _____
☐ _____
☐ _____

Rules: How We Work Together

We agree to:
☐ Review all AI outputs before production/merge/deployment
☐ Document when AI significantly influenced a decision
☐ Include "AI effectiveness" in our retrospectives
☐ Treat AI suggestions like input from a junior team member
☐ Update these agreements based on what we learn
☐ _____

Boundaries: Where AI can go

AI must:
☐ Access PII or sensitive data only with documented
   approval
☐ Require human oversight for all security/privacy/safety decisions
☐ Complete all established review and approval checkpoints
☐ Keep proprietary code/IP in approved, secure environments only
☐ _____

Ethics: Our commitments

We commit to:
☐ Staying accountable, we own all AI outputs, not the AI
☐ Citing when AI generated customer-facing content
☐ Testing for bias in AI recommendations
☐ Being transparent about AI's role in decisions
☐ _____

Review & Update: Keep It Current

We will review this agreement:
☐ After our first month using AI
☐ Quarterly in retrospectives
☐ When we adopt new AI tools
☐ After any AI-related incident
☐ When team composition changes
☐ _____

Approved Tools & Resources

Approved AI tools for our team:
☐ _____
☐ _____
Training resources:
- _____
- _____
Best practices wiki: _____

Xebia

ASML