

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: _____