

Agreement

Methods of communication: email, WeChat, phone

Communication response times: **email** should respond within 2 hours,
WeChat should respond within 20 mins
phones should respond within 1 min

Regular meetings: twice or three times a week

meetings are **mandatory**

Running meetings: **face-to-face** meetings

when: TUESDAYS(4-5) After lecture,
FRIDAYS(10-12) during tut and after tut
SATURDAY (10-5)

where: study rooms in the library or tables in hw/bv
each member will take at **least 10 mins**

Meeting preparations: preparation may be needed

what to prepare: ideas want to share with team
members

Division of work: each member will choose their part of work

Submitting work: when to submit: every time the project is modified

who will submit: each member will submit their work

who will review the submission: rest of the team will
review the submission

Contingency planning: if a team member drops out, the rest of

the team will complete his work

if a team member is sick for a significant
period of time, we will still assign him a small
portion of the workload

if a team member consistently misses meetings,
we will talk to him as a group, then talk to TA if we
cannot resolve the issue.

if a team member is academically dishonest, we
will talk to TA

Signature:_____