

# Code of Cooperation

## ENGR 13300

In ENGR 13300, you will work on many tasks and assignments as part of a team.

A common way to promote more constructive and productive teamwork is to develop and maintain a set of guidelines for the team. These guidelines can include behaviors, attitudes (typically expressed through behaviors), and roles and can focus on individual team members or the team as a whole. In ENGR 13300, we call this set of guidelines a **Code of Cooperation**.

The ENGR 13300 Code of Cooperation (COC) will be used as follows:

- It establishes guidelines for teamwork, expectations for team interaction, and consequences for violations of these guidelines.
- Teams can refer to their COC if issues arise during the semester related to teamwork.
- Later in the semester, you will revisit your COC to review and revise it.

### Part 1: Names & Signatures

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1. Fill in your team number below.
2. Type each team member's name in the left column in the table below.
3. Once you complete and print the Code of Cooperation, have each team member sign in the right column.

Team Number	11
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#### Team Members

Name	Signature
Ankur Raghavan	Ankur Raghavan
Grant Stevenson	Grant Stevenson
Arjun Narayanan	Arjun Narayanan
Ramon Randolph	<i>Ramon Randolph</i>

## Part 2: Individual Guidelines

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1. Review the individual guidelines provided in the table below. **These guidelines must remain in your Code of Cooperation!**
2. **Add at least 1 and up to 3 additional individual guidelines in the table below.**
  - Write each guideline so it completes the sentence “I agree to...”

### I AGREE TO...

1	Complete a fair share of the team’s work of acceptable quality and on time.
2	Listen to teammates and respect their contributions.
3	Communicate clearly and share information with teammates, including letting them know when something is getting in the way of keeping my commitments.
4	Respond to feedback.
5	Monitor the progress of the team toward its goals.
6	Encourage the team to do quality work.
7	Learn new skills as needed to contribute to the team.
8	<b>Attend the meetings each week</b>
9	<b>Show up to meetings on time</b>
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### Part 3: Team Guidelines

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1. Create **at least 5** (but not more than 10) team guidelines. These guidelines should address topics such as the following; also see the example guidelines below:
  - How team roles will rotate
  - How meeting times will be determined and communicated
  - How the team will accomplish and communicate its work
  - How the team will ensure team assignments are turned in on time
2. Type each guideline into the table below.
  - Write each guideline so it completes the sentence “Our team agrees to...”

#### Example team guidelines:

- Have a pre-determined agenda (discussion topics) developed before each meeting.
- Meet on a weekly basis at a set location and time that works for all team members.
- Silence cell phones and remove other distracters (e.g. Facebook), during team meetings.
- Complete work one day before the actual due date so that all team members can review the final document before submission.

#### **Team Guidelines: OUR TEAM AGREES TO...**

1	Meet with team when necessary to finish projects
2	Submit assignments in class or during meetings
3	Everyone checks documents before submitting
4	Inform team members early when I am having trouble on a task
5	Reschedule meeting if someone can't make it
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## Part 4: Team Meeting Times

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It can be helpful for teams to have a regularly scheduled weekly meeting they can cancel if they do not need to meet. In the spaces below, identify the day, time, and location of your team's regularly scheduled meeting and an alternate day and time when all team members are available.

### Regularly scheduled team meeting information

Day of week	Wednesdays
Time	12-1
Location	Dorm Lobby

### Alternate meeting information

Day of week	Fridays
Time	10:30 - 12
Location	Dorm Lobby