

## Team Expectation Agreement

A **Team Expectation Agreement** is a document prepared by each team prior to starting work on team projects. Students should be held accountable and responsible for their own actions. Students will develop their own "rules of engagement" through development of a Team Agreement. This Agreement provides an opportunity for your team to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of team members.

The Agreement should be developed and signed by all team members

**TEAM NAME: RxValidators**

### I. CONTRACTUAL OBLIGATIONS

**1. As a team, we agree to always set group meetings by (delete/update items):**

- a. Speaking to each other respectfully and timely;
- b. Via **Discord** (email, phone, etc.) will be sent
- c. Communication response time **within 24h**
- d. We will meet at least **TWICE** per week for at least **30 minutes** and our regular group meeting will be on **Monday and Thursday** at **8 pm** on Discord;  
Mandatory: **Yes**\_\_\_ / No\_\_\_
- e. Meeting Preparations (whether preparation is needed, what to prepare, etc.): **Whatever is outlined in the Discord prior to the meeting**
- f. Other (be very specific):                     N/A

### Contingency Planning

**2. If there is a change in the meeting, every person in the group will be notified by:**

- a. Via **Discord**, it will be sent **3 hours before the meeting** to the group chat with everyone pinged, unless an emergency occurs;
- b. Other (be very specific):  
\_\_\_\_\_

3. We agree that the following is the advance notice to cancel or reset the meeting:

a. \_\_\_\_ 6 hours

b. \_\_\_\_ 12 hours

c. x 24 hours

d. Other: \_\_\_\_\_

4. We agree that to change or cancel a meeting, we need agreement from:

a. All of team members: Yes\_\_\_\_ / No\_\_\_\_

b. Other (be very specific): Majority Rules

5. We agree that a team member can miss a meeting:

a. Maximum \_\_\_\_\_ meeting (e.g., 1 meeting);

b. Other (be very specific): If cleared previously by other members

6. If a team member is unable to finish their work:

a. They should notify the group members 2 days in advance on Discord and the work will be redistributed. If this is a recurring pattern, then a meeting or discussion will take place to determine a reason and solution.

b. Fails to meet deadlines (be very specific): Everyone else has the right to be very disappointed.

7. If a team member:

a. Decides to drop out or is sick, they should let the group know a week in advance. Their work will be distributed to the rest of the teammates.

Any of the above-listed items (a-g) will constitute a Breach of Agreement. Unless excused by the rest of the group, or has a valid reason (e.g., illness). It is up to the group members if they require proof of certain excuses. If any conflict arises please let the TA/Professor know.

## **II. CONSEQUENCES FOR BREACH OF AGREEMENT:**

This section specifies procedures and penalties you wish to implement in the case of "slackers" or team member(s) who deviate from the Team Agreement.

**Each of us agrees that if a team member is in breach of this team Agreement, we will take the following actions:**

- a. Send the **Written Warning** (via email, etc.) to the individual outlining the complaint, providing evidence and supporting documents related to the problem, providing a time frame for the problem to be fully and completely remedied, and copy the TA & professor on the correspondence.

**Each of us agrees that if there is a failure on my part to meet my obligations to the team project, I will do the following:**

- a. **Respond in writing** (via email, etc.) to the warning and provide a detailed plan and timeline on how I will remedy any and all problems related to my underperformance and/or lack of contribution to the team assignment(s). Copy the TA & professor on the correspondence.

**Each of us understands that if the same or similar problem occurs one more time, or if the problem stated in the Written Warning is not fully rectified,**

- a. The group must contact the professor if they intend to 'fire' or report a team member from the team (via email, etc.) that states the reason for firing.

*If a team member is fired from the team, the student in question may have to complete the entire team-based project and any remaining team-based projects on their own (Consult the professor for more guidelines).*

In appending your signatures below, you are stating that:

- a) *You participated in formulating the standards, roles, and procedures of this Agreement;*
- b) *You have agreed to abide by these terms and conditions of this Agreement;*
- c) *You understand that you will be subject to the consequences specified above and may be subject to reduction in overall course grade (including a failing grade) in the event that you do not fulfill the terms of this Agreement.*

**Signed:**

<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Kangjie Wu		02/02/2024
Emily Ho		02/02/2024
Yron Lance Talban		02/02/2024
Xing Yu (Joe) Zhou		02/02/2024
Michelle Yu-Ting Zhu		02/02/2024
Danny Yang		02/02/2024
Renat Hossain		02/02/2024

*\* Signatures can be electronic or scanned*