***MGMT 6055 – Assignment #1 – Task 2  
Team Memorandum of Understanding (MOU)***

**Team Member Names:**

S M Rakibul Basher

Gihan Shamike Liyanage

Maitri Ashwinbhai Ramani

Daniela Rincon Valverde

**Date :** Septembre 29, 2023

**All members of the team have mutually agreed upon the following rules, expectations, and procedures for group assignments in this course.**

**Meetings**

Regarding meetings, the group has reached an agreement that they are completely mandatory and if someone has an inconvenient and cannot attend the meeting, he or she needs to give proper notification via the WhatsApp group chat 1 hour before the meeting takes place. It is not acceptable that the absent person doesn’t give a justification for his/her fault.

It is defined that meetings can be in person or online (via Zoom or MS Teams), either way, it is expected that everyone shows up on time to each meeting. It is required that each member goes to said meetings prepared, this means that each member needs to read the assignment or go with their contribution ready to be discussed in the group.

Any discussion in regard to time/place for meetings should be addressed over the WhatsApp group chat.

**Deadlines**

Regarding deadlines, the team has agreed that:

**Replying to emails/ text messages.** It is expected that team members need to reply to emails or text messages within 24 hours.

**Draft material.** Each team member will submit their contribution to the Google Drive folder at least 3 days prior to the assignment submission date. This is to ensure a proper review before the final submission.

**Final Review.** A final group review will be done 2 days prior to the assignment submission date, in order to do final touch-ups and adjustments if needed.

**Communication**

Regarding to communications, it is agreed that the official communication channel will be the WhatsApp Group chat. As mentioned, before it is expected that everyone replies to messages within 24 hours. The agreed time slot for communicating in the group chat or reaching other team members is from 6:00 am to 10:30 pm on weekdays and 8:00 am to 6:00 pm on weekends, unless there’s an unexpected situation every team member should respect this.

After each meeting, there will be a team minute it will contain the responsibilities of each team member and the confirmation in writing of his or her task assigned. This will help as proof of accountability.

**Interpersonal Behaviour**

* Every team member agrees to read, understand, and abide by Fanshawe’s Academic Integrity rules.
* Every team member agrees to treat each other respectfully. There will be no tolerance for breaking this rule.
* In case of not reaching an agreement regarding a rule or an assignment, the team reaches an agreement by voting and following the majority of votes.
* Every team member accepts that punctuality is essential for the team.
* Every team member agrees that it is important to communicate with each other regularly.

**Assignment Tasks**

Regarding Assignments Tasks and the quality of the work, it is expected that each team member contributes original work of her or his own, with proper references. If someone submits plagiarized material, the group will report the situation to the professor.

It is expected that each person submits quality and post-secondary level contributions to the team, there for there will be meetings to review contributions and guidance to have equal contributions. If a team member is not able to complete his or her task on time he/she needs to communicate this issue to the team leader with a 48-hour notice, so proper adjustments can be taken in place. There need to be a proper justification of the issue and it will be expected that the person can provide a better contribution next time.

**Roles**

As for roles, these will vary from assignment to assignment so ever team member will have the opportunity to experience a different role. Initially duties and roles are defined as below:

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| --- | --- | --- |
| **Role** | **Duties** | **Team Member** |
| Team Lead | Coordinate and assign tasks | Daniela Rincon |
| Secretary | Coordinate meeting and minutes | Maitri Ashwinbhai Ramani |
| Reviewer/Proofreader | Review the final product and do adjustments as needed | All Team Members |
| Reference-checker | Review References and adjust as needed | Daniela Rincon |
| Document preparation | In charge of merging all contributions and merge them into the final document. | Gihan Shamike Liyanage- S M Rakibul Basher |

**Consequences of violating rules/expectations (and for repeated violations), Escalation process for group conflicts**

If a team member fails to attend a meeting or does not comply with above standard without proper justification, the following escalation process will take place:

1. The group will issue a written communication to the person who is not complying with the guidelines in the contract and may be removed from the team.

2. An email is sent to the non-compliant party with a copy to the professor, stating the non-compliant party's non-conformities and evidence of the non-compliance.

3. The group will remove the non-compliant party from the group assignment. 24-hour notice needs to be provided to remove a group member and approval from the professor.

The group agrees that unsatisfactory work or behaviour from a team member will be notified to the professor and will receive a lower grade on the assignment.

**I have read and understand the above MOU,**

|  |  |  |
| --- | --- | --- |
| **Name** | **Student ID** | **Signature** |
| S M Rakibul Basher | 1168369 | S M Rakibul |
| Gihan Shamike Liyanage | 1142109 | Gihan Shamike |
| Maitri Ashwinbhai Ramani | 1085156 | Maitri Ramani |
| Daniela Rincon Valverde | 1060418 | Shape  Description automatically generated with medium confidence |