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

**Team Member Names:**

**Date:**

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

**Meetings**

*Describe shared expectations for punctuality, whether meetings are mandatory, whether preparation is required, how team members will come to a decision about time/place for meetings, etc..*

(insert text here)

**Deadlines**

*Describe shared expectations about setting internal deadlines for sending draft material to each other, deadlines for replying to emails/text messages, deadlines for final review of draft material prior to submission, etc..*

(insert text here)

**Communication**

*Describe shared expectations about the form of communication that will be used, how late in the evening (on weekdays and weekends) will members be available to communicate/respond to messages, will all verbal communications (e.g. team member agrees verbally to complete a task) be confirmed in writing, etc..*

(insert text here)

**Interpersonal Behaviour**

*Describe shared expectations about how decisions will be made (e.g., majority vote, agreement by all, etc.), about specific behaviours that are unacceptable when interacting/communicating with group members, etc..*

(insert text here)

**Assignment Tasks**

*Describe shared expectations about the level of effort/commitment that each team member is expected to make in completing his/her tasks, whether tasks will be completed independently or collaboratively, what to do if a team member feels that another group member contribution needs to be revised, what to do if a team member notifies the rest of the group that he/she is unable to complete his/her task on time, etc..*

(insert text here)

**Roles**

*Assign roles to team members… Also, indicate whether the roles may be changed for each different assignment.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Duties** | **Team Member** |
| President |  |  |
| Time-Keeper |  |  |
| Secretary |  |  |
| Reviewer/Proofreader |  |  |
| Reference-checker |  |  |
| Document preparation |  |  |
| Other (specify): |  |  |
| Other (specify): |  |  |
| Other (specify): |  |  |

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

*Describe shared expectations about what to do if a group member does not meet expectations that are described in this MOU. Will the team member be notified in writing that he/she is not meeting expectations? What are the consequencies/remedies/penalties if other group members have to do extra work because a team member did not meet his/her responsibilities?At what point will the Professor be notified of unsatisfactory team member performance? Does the group agree that unsatisfactory team members will receive a lower grade on the assignment – if so, how will this decision be made?*

(insert text here)