Team Agreement Form

Group and Group Member Responsibilities

The group's success will depend on its members' cooperation and professionalism. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done, how to find information, how to assess knowledge, how to share the workload, and how to resolve interpersonal conflicts. Effective collaboration requires, but is not limited to, each member:

- full participation both in spirit and actual participation,
- professional behavior, like civil discourse, abiding by the rules of academic honesty, etc.,
- meeting the agreed responsibilities, i.e., completing assigned tasks on time and to the best of your ability,
- accepting the consequences of not abiding by the group's rules,
- giving group members appropriate credit where it is due,
- not giving credit where it isn't expected.

After reading through this document, **each member** needs to initial and sign each item at the end. Copy this document template and name it */agreements/agreement_netID.pdf* (replace netID with yours). Once signed, commit and push to the master branch **no later than 3-19-2024**. If you have questions, ask your professor.

Agreement:

1. Each group member agrees to attend group meetings on time.

   Initials: YT

2. Joining agreed-upon meetings is crucial. The team should address being constantly late and seek help from TAs/Instructors as soon as possible.

   Initials: YT

3. It is your responsibility to notify the TA/instructor ASAP when a team member is avoidably late, misses meetings, or fails to deliver artifacts on time:

   Initials: YT

4. If a member submits plagiarized material and violates assignment policies, the group agrees to bring this to the instructor's attention immediately.

   Initials: YT

5. Members agree to treat one another with respect, including no name-calling. If you don't like an idea, address the idea, not the person. E.g., "I don't think that idea will work because..." not "That's the dumbest thing I ever heard." **You will report to your instructor immediately if a group member treats someone inappropriately**.

   Initials: YT

Submitting this document to GitLab with your NetID constitutes your signature on this agreement.

Your name: Yilin Tao   Date: 03/19/2024