

GOALS

Short-term goals:

- Establish a proper schedule of meetings/zoom calls that could work with everybody
- Develop a code of conduct (can be under expectations) for interacting with each other
- Establish a plan individually for the upcoming project and how each person can contribute based on their strength
 - Delegates on one another strengths and how to improve each other's weaknesses
- Establish a form of communication media to facilitate decision-making in the future

Long-term goals:

- Uphold the code of conduct and schedule times dedicated to the project
- Learn how to give and incorporate constructive criticism into each other's portion of the work
- Come up with daily/weekly objectives for the project to ensure completion on time with high-quality
- Foster a collaborative environment with one another through mutual respects
- Be flexible with changes that could occur within the project timeline and try our best to stay on task or adapt to the changes.

Skills:

- Collaborating
 - By the end of this project, all members will be able to develop the necessary skills to work together effectively including problem solvings skills to mitigate conflict and constructive criticism towards another's work
- Adaptability
 - By the end of this project, members will be able to know how to solve unpredictable problems when it arises and knows how to be flexible in order to continue the needed work flow
- Initiative
 - By the end of this project, all members will be able to take initiative when it comes to taking up tasks and further extend their responsibility to go above and beyond their required work
- Organization
 - By the end of this project, all members will be able to properly organize their work flow in order to complete their task effectively to prevent last-minute completion.
- Communication
 - By the end of this project, all members will be able to properly communicate with one another in a professional and respectful manner.

EXPECTATIONS

- Show up punctually to all agreed meeting times.
- If unable to attend or will show up late, let everyone know beforehand (at least 1 hour in advance) to avoid wasting time.
- If you missed a meeting, take the initiative to find out what was discussed or done during the meeting.
- Complete individual/assigned tasks or parts by the agreed/assigned deadline to avoid delaying other people's parts that would depend on that task's completion.
- Respond urgently if there are urgent messages from other members.
- If you are having difficulty understanding or completing your assigned parts, reach out for help from other members as soon as possible to avoid delaying the completion of your part.
- Ensure that your work is executed with thoroughness and diligence, avoiding any shortcuts or half-hearted efforts.
- Everyone contributes to the best of their ability to achieve the best results possible.
- Everyone will contribute equally without some of the members of the team doing more work than others.
- If there are any comments or criticisms regarding the quality or the correctness of the work you have done, ensure to get it improved or fixed immediately so others may move on to the next part.

POLICIES & PROCEDURES

What rules can we agree on to help us meet our goals and expectations?

1. To ensure that all members feel the group environment is a positive one, members will be certain to engage with each other in ways that are constructive but also kind. This means that conversations online, in class, and in person will be respectful, kind, and supportive. If an individual has something they believe should be edited we will work as a group to collaborate on the assignment or work to better the quality as a team.
2. If a member misses a meeting without providing notice to the group and for a reason that is not essential in nature they will be immediately contacted by the group. While the well-being of all group members is important it is also essential that members communicate effectively with the group. Attendance at group meetings is essential to the functioning of the group and succeeding in class.
3. If a member fails to complete their assigned work without previously informing the group that member will be immediately contacted. The member will need to complete what was required if it is before the deadline. If the member does not complete the work before the

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deadline a member of the teaching team will be contacted to advise the group on the next steps.

4. A member cannot miss more than 3 previously agreed upon meetings.
5. If a member does not stay on top of the previously made weekly schedule they will be kindly reminded by group members. However, it is the responsibility of all members to stay on track of their duties and assignments.
6. Members must check over all their own work to ensure it is done to the best of their ability. If a member does not edit their work another member must.
7. Members that do not treat other members with respect will be contacted by the group and teaching team to discuss how to work as a cooperative team member.

CONSEQUENCES:

How will we address non-performance regarding these goals, expectations, policies and procedures?

1. For any given rule, we will give two warnings if a group member fails to comply. For example, we will remind them twice to join the group chat. Moreover, we will begin setting specific action items and hard deadlines if a team member fails to communicate. We will do our best to give them ample opportunities to contribute before the deadline with action items and discussion. We expect two or more contributions in the form of at least one action item and continued communication with the rest of the team. If that group member does not comply despite these efforts, we would have no choice but to list that member who ignored the ground rules as a non-contributor.

2. As explained in (1.), if an agreed-upon task is not fulfilled, we will first attempt to communicate with the team member and set action items and/or deadlines. We can be flexible and play to their strengths by assigning them something else or otherwise engaging in discussion about the assignment. We would then assign the original task to someone who is more comfortable tackling it. If the team member ignores our continued attempts to communicate, then we would have to split that task among the rest of the team and we would have no choice but to list that member as a non-contributor

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