GROUP MEMBER RESPONSIBILITIES

team name

## Team Members

Samantha Bogen

Has previously attended Capilano University for Studio Art, giving them a keen eye for layout and design. They have worked a variety of fast paced customer service jobs that require attention to detail and being able to problem solve in a fast paced environment. They are great at pattern recognition and critical thinking.

Lisa Kamdem

Previously attended Thompson River University where she learned Java programming. Working as a hostess has taught her the value of patience. Lisa is great at being able to break down ideas and explain them in simple ways that anyone can understand.

Dorian Laycock

Went to Red River College for cabinet making where he learned about CNC programming. Being a cabinet maker taught him the importance of taking care at each step of a project to ensure the end result is accurate. He is great at keeping his focus and paying attention to the small details.

Markus Luthi

Has acquired a Red Seal Pipe Fitting ticket through SAIT, where he learned how to follow technical drawings and the importance documentation. Working as a pipe fitter taught him a lot about the importance of safety and how to adapt to a situation on the fly. He learned how to work with and manage a group. Markus understands the importance of leadership and keeping a project on track.

Rolan Ho

Attended Plymouth University for Civil Engineering, where he studied Project and Risk Management. Working as a Civil Engineer, Rolan worked on large scale infrastructure projects in Hong Kong where he had to make sure he was looking at the whole picture. He is good at taking in the entire scope of a project and making sure that everything is being considered.

## Statement of Team Goals

As a group we hope to have clear and open communication to help us to solve any problems that arise as a group. We want to finish each phase of the project on time and keep ourselves on a set schedule so we never fall behind. We want to ensure that all Stakeholders are satisfied with the end result of our project.

## Intellectual Property Statement

This should be an agreement among group members and the client.

Review the relevant SAIT Policies and Procedures published on Academic Student

## Team Member Roles

Markus is leading the team

Lisa is making schedules for the team to follow, and keeping us on track for deadline.

Samantha is ensuring that all documents follow APA format.

Dorian is editing and formatting the final document.

Rolan is ensuring the document meets the report guidelines.

## Division of Labour

All tasks will be divided equally between the group and when that can not be accomplished the tasks will be done in a rotation so that no one is consistently doing all the work. The group will have weekly meetings to ensure that everyone feels that the work load is being divided fairly.

## Group Expectations

The group will keep in contact over discord and email and expect responses to be within 24 hours. The group will meet weekly during class times to discuss the project and the progress everyone has made.

## Plans for Resolving Conflict

1. If a team member fails to attend a meeting the group will reach out to understand the circumstances and figure out ways that the situation can be avoided in the future. If there is a second meeting that is not attended that as a strike against them.
2. If a team member fails to meet a deadline, the group will ask the teacher to not give them any marks on the assignment and it will count as a strike against them.
3. If a team member is not meeting the standards of the other members and not contributing the same amount to the projects the group will inform the instructor and ask that they receive a lower mark and it will count as a strike against them.
4. If a team member fails to communicate, the group will reach out to make sure that nothing is wrong and offer any sort of support that they can to ensure that is doesn’t happen again. If it is a continuous pattern without any reason given then the group will bring the matter to the teacher and it will count as a strike against them.
5. If there is different levels of commitment to the project the group will discuss it as a whole and make sure everyone is communicating their expectations properly.
6. If there is a personality conflict between members than someone will mediate between the two until a middle ground has been reached.
7. If someone feels that they are doing more work than everyone else the group will discuss how they can redistribute the workload so it is more even.
8. If a team member is doing less work than the other members than the group will discuss how they can redistribute the workload so it is more even.

## Plan if Conflict can not be Resolved

If a team member reaches three strikes against them, showing a pattern, then the group will ask the instructor to intervene and remove them from the group.

## Summary

The group hopes to collaborate in a fair and equitable way so that all labour is divided equally. We want everyone feels like they have a chance to contribute and be heard. We hope that with our varying views we will be able to come together to build something that meets all of out clients needs and truly impresses them.

2. Print and sign the team contract manually or digitally. All team members must sign the

contract.