

Team Agreement

COMP 3030J

Group 8: IllegalGroupNameException

February 27, 2022

1 Introduction

To facilitate the effective cooperation between team members of Group 8, we produce our team agreement where we specify crucial aspects together after discussion. It contains the following content:

- Communication
- Decision making
- Responsibility
- Leadership
- Group Progress
- Conflicts
- Consequences

Here are members of the Group 8 are:

- 19206226 Wang Yuyang
- 19206207 Yang Liuxin
- 19206235 Zhan Yi
- 19206177 Weng Han
- 19206230 Ma Zixiao
- 19206232 Chen Zheyu

2 Communication

Team members communicate via the WeChat group, group meeting either online or face to face. We need to check our message regularly in case missing any pivotal or urgent issues. Close contact with group members allows project problems to be addressed together and enhances the group cohesion. As scheduled, there will be at least one face-to-face meeting and several online meetings per week, during which time we can reflect on our recent cooperative projects and draw up a plan for the following weeks. Any idea or suggestion raised in our group that is conducive to the cooperation are welcome. If a teammate cannot attend the team meeting timely, he or she should inform other teammates of his or her absence with sound reasons, otherwise he or she would be count a strike.

3 Decision making

To develop our group project effectively and enhance cooperation, each member should discuss every task together. We decide the plan to carry out based on opinions posted by every teammate. If a team member encounters problems that are difficult to solve for his or her part, he or she can raise the problem in the WeChat group where we can address it as a team. Every member should aware that although each part of the task is assigned to individual members of our group, other

members also need to attach importance and pay attention to this part of the task. Solutions to problems include but are not limited to seeking help from bloggers, TAs and professors. Finally, by integrating fantastic and helpful ideas, we are able to advance and develop the group project together.

4 Responsibility

Group work tasks will be divided and allocated to each group member equally. Each team member shoulders their particular responsibility, such as front-end or back-end work. Members should finish the task distributed to them on time. To work more effectively, we will exert ourselves to making full use of our personal advantages that may vary from person to person. If any unexpected difficulty of our own task appears, we will try to address it together. Anyone who is unclear about his or her responsibility can ask other teammates to confirm it. We are firmly convinced that clear responsibility for each teammate has a positive impact on our group task's completion. Stick to our team motto: clear division and work together!

5 Leadership

Every teammate takes turns to be the group leader because our group employs the democratic and flexible style. A meeting facilitator will be selected in advance for each meeting whose responsibility is to ensure the smoothness and effectiveness of the meeting, decide a plan for the next week after incorporating ideas of group members. In addition, the facilitator shoulders the responsibility of dealing with emergencies in the meeting, such as conflicts. If necessary, the facilitator is also in charge of summarizing the ideas of each member or organizing anonymous voting..

6 Group Progress

Our group will set a timetable for the deadline of each task allocated to each teammate and other group objectives. Each teammate should report their work before the deadline and allows other members to check the completion and satisfaction of his or her work. In this way, each member can be motivated to hand in the individual work on time and have an overall understanding of how our project progresses.

7 Conflicts

It is inevitable that we may share different opinions towards an issue. Positive divergent opinions can add to our group's vigor and pluralism to some extent. However, violent conflicts which hinder the whole team's progress and deteriorate cohesion are not recommended. If conflicts occur unexpectedly, quarrelers should calm down and reflect on themselves firstly and then express their reasonable explanations without interruption. Others keep listening to what their explanation and manage to alleviate the tense. It is important for us to seek an appropriate way to deal with conflict, which contributes to a harmonious and pleasant cooperating experience.

8 Consequences

Anyone should hold accountable for his or her irresponsibility. Consequences are based on a strike program to ensure justice. Anyone who strikes for the first time will receive an oral reminder. Anyone with three strikes will receive a written warn and we will report it to the TA. An explanatory message for each possible strike will be sent to the group and our group members decide whether the strike is valid.

Strikes can be given for the following conditions:

1. Absence of our meeting with no notification and sound reason. Any lame excuse will not be accepted.
2. Failure to meet the group assignment's deadline will be regarded as irresponsibility.
3. Poor quality work (individual) of our group project
4. Lack of cooperative consciousness or negative attitudes to group work
5. Indifference of the group achievements

9 Summary

After a few day's brainstorming, we produce this team agreement for group 8 (IllegalGroupName-Exception) together. This team agreement specifies some basic rules for us to abide by. All members of Group 8 firmly believe that we can make great progress through unity, mutual help and clear division of labor.

If anyone has any questions about this agreement, you can express your opinions in our Group 8 forum directly.