

## **Team Agreement**

- All team members agree to attend all meetings scheduled every week on Wednesday, either before or after class, exact times to be discussed weekly.
- If a team member can't attend a meeting then they will let the group know ahead of time, and we can talk about the possibility of rescheduling and if rescheduling is not possible then the absent teammate will agree to whatever is decided by the majority that attends the meeting
- If a team member needs help then they will reach out to the team in advance and not wait until the night before something is due
- All team members should feel open to sharing their opinion and group consensus will decide the direction we will go in, if no opposing opinions are shared then the assumption will be that you are in agreement.
- Team members will stay active in the group chat and pay attention to questions and participate in group discussions about project details
- Work will be divided as evenly as possible and is expected to be complete in a timely manner
- Members agree to respect the time and other obligations of fellow team members, by attending meetings on time and responding in the group chat in a timely manner.
- Work will be done to the best of every members ability

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